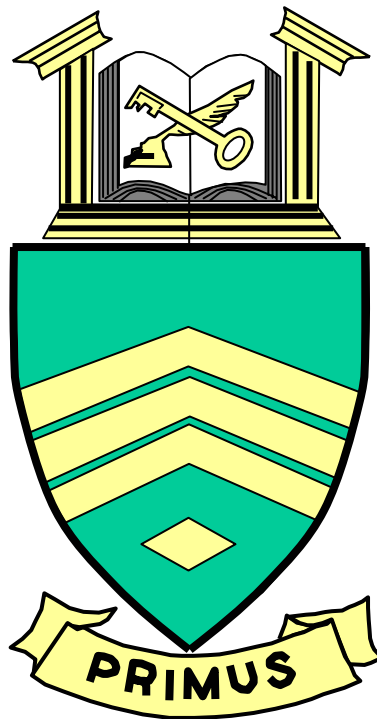


U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

L651 (052002)

DRILL AND CEREMONY REVIEW

PRERESIDENT TRAINING SUPPORT PACKAGE



Overview

In February 1778, Baron von Steubon wrote drill movements and regulations at night and taught them during the day to 120 selected personnel. Discipline was the way of life for these select soldiers as they learned to respond to command without hesitation. This new discipline instilled in the individual a sense of alertness, urgency, and attention to detail. As they mastered the art of drill, they started to work as a team and a sense of pride in themselves and their unit developed. The art and mastery of drill and ceremonies are the most effective means to instill discipline and unit cohesiveness available to the United States Army. That is why it is important that you learn how to be proficient in drill and ceremony functions. As a leader, you must aid in disciplinary training by instilling habits of precision and response to the leader's order. You must provide a means, through ceremonies, of enhancing the morale of the troops, and presenting traditional, well-executed military parades. You must also provide for the development of all soldiers in the practice of commanding troops. This lesson consists of three Student Handouts, Lesson Exercise, and a Solution/Discussion for the Lesson Exercise.

Inventory of Lesson Materials

Prior to starting this lesson ensure you received all materials required for this Training Support Package. Go to the **“This [TSP or Appendix] Contains”** section, on page two of the TSP and the first page of each Appendix, and verify you have all the pages. If you are missing any material, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

Point of Contact

If you have any questions regarding this lesson, contact the First Sergeant Course Class Coordinator at the training institution where you will attend phase II FSC-TATS.

PRERESIDENT TRAINING SUPPORT PACKAGE

**TSP
Number
/Title** L651
Drill and Ceremony Review

**Effective
Date** JUN 01

**Supersedes
TSPs** L651, Drill and Ceremony Review
DEC 99

TSP User This TSP contains a training requirement that you must complete prior to attending phase II, FSC-TATS. It will take you about 1 hour to complete this requirement.

Proponent The proponent for this document is U.S. Army Sergeants Major Academy.
POC: FSC Course Chief, DSN: 978-8329/8848; commercial: (915) 568-8329/8848.

**Comments/
Recommen-
dations** Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to:

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**Foreign
disclosure
restrictions** The lesson developer in coordination with the USASMA foreign disclosure authority has reviewed this lesson. This lesson is releasable to foreign military students from all requesting foreign countries without restrictions.

**This TSP
Contains**

The following table lists the material included in this TSP:

Table of Contents		Page
Lesson	Section I, Administrative Data	2
	Section II, Introduction/Terminal Learning Objective	4
	Section III, Presentation	5
	Section IV, Summary	7
	Section V, Student Evaluation	8
	Section VI, Student Questionnaire	9
Appendixes	A. Lesson Evaluation and Solutions	Not used
	B. Lesson Exercise and Solutions	B-1
	C. Student Handouts	C-1

SECTION I ADMINISTRATIVE DATA

**Tasks
trained**

This lesson trains the tasks listed in the following table(s):

Task number:	400-022-6005
Task title:	Conduct company drill,
Conditions:	as a first sergeant and given FM 22-5,
Standards:	IAW FM 22-5.
Task Proponent:	U. S. Army Infantry School

**Tasks
reinforced**

None

**Pre-
requisite
Lesson(s)**

None

Clearance and access There is no clearance or access requirement for this lesson.

References The following table lists reference(s) for this lesson:

Number	Title	Date	Para No.	Additional Information
FM 22-5	Drill and Ceremonies	Dec 86	Ch 7, 9, and App C	None

Equipment Required None

Materials Required Paper and pencil

Safety Requirements None

Risk Assessment Level Low

Environmental Considerations None

Lesson Approval The following individuals reviewed and approved this lesson for publication and incorporation into the First Sergeant Course—The Army Training System.

Name/Signature	Rank	Title	Date
Kevin L. Graham	MSG	Lesson Developer	
Chris L. Adams	SGM	Chief Instructor, FSC	
John W. Mayo	SGM	FSC Course Chief, FSC-TATS	

SECTION II INTRODUCTION

Terminal Learning Objective At the completion of this lesson, you will--

Action:	Identify the elements of unit level drill and ceremonies,
Conditions:	as a first sergeant in a classroom environment, given SH-1 thru SH-3,
Standard:	Identified the elements of unit level drill and ceremonies IAW SH-1 thru SH-3.

Evaluation Prior to entering phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

Instructional Lead-in This lesson will reinforce your knowledge and skills related to company level drills and ceremonies. The knowledge that you gain from this lesson will provide you with a means to enhance the morale of troops, develop a cohesive esprit de corps, and present traditional well executed military ceremonies.

SECTION III PRESENTATION

ELO 1

Action:	Describe company drill procedures and personnel,
Conditions:	as a first sergeant in a classroom environment, given SH-1,
Standard:	Described company drill procedures and personnel IAW SH-1.

Learning Step/Activity (LS/A) 1, ELO 1

- Read the above ELO.
- Study Student Handout 1 (Appendix C).
- Complete questions 1 thru 5 of Lesson Exercise 1 (LE-1), Appendix B.
- Compare your responses with the suggested solution found in SLE-1 solution/discussion for Lesson Exercise 1, Appendix B.
- If your response does not agree, review the appropriate reference/lesson material.

ELO 2

Action:	Describe the company formations and movements,
Conditions:	as a first sergeant in a classroom environment, given SH-1,
Standard:	Described the company formations and movements IAW SH-1.

LS/A 1, ELO 2

- Read the above ELO.
- Study Student Handout 1 (Appendix C).
- Complete questions 6 thru 12 of Lesson Exercise 1 (LE-1), Appendix B.
- Compare your responses with the suggested solution found in SLE-1 solution/discussion for Lesson Exercise 1, Appendix B.
- If your response does not agree, review the appropriate reference/lesson material.

ELO 3

Action:	Describe the procedures for an in ranks inspection,
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Conditions:	as a first sergeant in a classroom environment, given SH-1,
Standard:	Described the procedures for an in ranks inspection IAW SH-1.

LS/A 1, ELO 3

- Read the above ELO.
- Study Student Handout 1 (Appendix C).
- Complete questions 13 thru 18 of Lesson Exercise 1 (LE-1), Appendix B.
- Compare your responses with the suggested solution found in SLE-1 solution/discussion for Lesson Exercise 1, Appendix B.
- If your response does not agree, review the appropriate reference/lesson material.

ELO 4

Action:	Describe the types of reviews,
Conditions:	as a first sergeant in a classroom environment, given SH-2,
Standard:	Described the types of reviews IAW SH-2.

LS/A 1, ELO 4

- Read the above ELO.
- Study Student Handout 2 (Appendix C).
- Complete questions 19 thru 24 of Lesson Exercise 1 (LE-1), Appendix B.
- Compare your responses with the suggested solution found in SLE-1 solution/discussion for Lesson Exercise 1, Appendix B.
- If your response does not agree, review the appropriate reference/lesson material.

ELO 5

Action:	Describe the execution of the manual of the guidon,
Conditions:	as a first sergeant in a classroom environment, given SH-3,

Standard:	Described the execution of the manual of the guidon IAW SH-3.
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-
- LS/A 1, ELO 5**
- Read the above ELO.
 - Study Student Handout SH-3 (Appendix C).
 - Complete questions 25 thru 27 of Lesson Exercise 1 (LE-1), Appendix B.
 - Compare your responses with the suggested solution found in SLE-1 solution/discussion for Lesson Exercise 1, Appendix B.
 - If your response does not agree, review the appropriate reference/lesson material.
-

SECTION IV SUMMARY

Review/ Summarize Lesson Commanders, first sergeants, and supervisors are responsible for ensuring all soldiers in their company are proficient in the execution of company drill and ceremonies. How your company performs reflects on the company's discipline and esprit de corps. Well-conducted ceremonies and execution of company drill will enhance the unit's sense of pride and the unit will function proficiently in other areas.

Check on Learning The Lesson Exercise in Appendix B serves as the Check on Learning.

Transition to Next Lesson None

SECTION V STUDENT EVALUATION

**Testing
Require-
ments**

Prior to entering phase II FSC-TATS, you will receive the end of Phase I Performance Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

SECTION VI STUDENT QUESTIONNAIRE

Directions Complete the following blocks:

- Enter your name, your rank, and the date you complete this questionnaire.

Name:	Rank:	Date:
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- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist the Academy in refining and improving the course. When completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best Academy curriculum possible.

Item 1	Do you believe you have met the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of this lesson were most helpful to you in learning the objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

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Appendix B

Index of Lesson Exercises and Solutions

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
LE-1, Drill and Ceremony Review	LE-1-1 thru LE-1-6
SLE-1, Solution/Discussion for LE-1	SLE-1-1 thru SLE-1-7

LESSON EXERCISE 1

DRILL AND CEREMONY REVIEW

**Reference
Materials/
Solutions**

Do not use any reference material or refer to the solution when you complete the items in this lesson exercise (LE). Write your answer in the space provided.

General

- This is a self-graded exercise.
 - It should take you approximately 45 minutes to complete the LE. It should take you about 15 minutes to self-grade the LE using the SLE-1-1 thru SLE-1-7, SH-1 (Extract of FM 22-5).
-

Item 1

Company drill provides the opportunity for executing platoon drills. For drill purposes, what does a company consist of?

Item 2

Which platoon serves as the base platoon when in a line or mass formation?

Item 3

What are the four prescribed formations for company drill and which one is the primary formation for ceremonies?

Item 4 If a company is in a line formation, where are the key personnel posts located?

Item 5 Where are the key personnel posts when a company is in a column or company mass formation?

Item 6 On the command **FALL IN** or (**At Close Interval**), **FALL IN**, how does the company form?

Item 7 Where are the platoon leaders' posts when the noncommissioned officers form the company?

Item 8 After the first sergeant forms the company and receives the report from the platoon sergeants, the company commander decides not to take the company. What are the steps that follow?

Item 9 What is the procedure for aligning a company in a line formation?

Item 10 When the platoon leader to the left of the base platoon commands **VERIFY INTERVAL**, what is the correct distance between platoons?

Item 11 What is the procedure for correcting distance between platoons when the company is marching in column?

Item 12 What are five other types of movements and formations?

Item 13 What is the prescribed formation for a company in ranks inspection?

Item 14 After the First Sergeant forms the company, takes the report, and turns the company over to the commander, the commander directs **PREPARE FOR INSPECTION**. What actions do the platoon leaders take?

Item 15 What is the executive officer's and the first sergeant's position when they accompany the commander during the inspection?

Item 16 During the inspection, what is the command given when the commander and the platoon leader halt in front of the first two soldiers?

Item 17 When does the platoon leader command the second squad to attention?

Item 18 What action does an inspected soldier take after the commander moves, halts and is in front and facing the next soldier?

Item 19 What is the purpose for military reviews?

Item 20 What are the other ceremonial activities within the framework of a review?

Item 21 Who is responsible for the formation of troops for a review?

Item 22 At what point during the change of command does the senior commander position himself between the outgoing and incoming commanders?

Item 23 What is the procedure that follows in order to complete the change of command?

Item 24 What is the purpose of the hand positioning during the exchange of the Colors?

Item 25 What is a guidon?

Item 26 When does the guidon bearer execute raised guidon?

Item 27 How does the guidon bearer resume *order arms* from *carry guidon*?

SOLUTION/DISCUSSION FOR LESSON EXERCISE 1

DRILL AND CEREMONY REVIEW

Item 1 Company drill provides the opportunity for executing platoon drills. For drill purposes, what does a company consist of?

Answer: For drill purposes, a company consists of a headquarters (HQ) and two or more platoons. The HQ personnel form with the other platoons to equalize the platoon strength. When a HQ personnel forms its own platoon, the senior sergeant serves as the platoon sergeant. The XO is the platoon leader.

Ref: SH-1, para 7-1c, ELO 1.

Item 2 Which platoon serves as the base platoon when in a line or mass formation?

Answer: When in a line or mass formation, the right platoon serves as the base. When in a column formation, the lead platoon serves as the base platoon.

Ref: SH-1, para 7-1d, ELO 1.

Item 3 What are the four prescribed formations for company drill and which one is the primary formation for ceremonies?

Answer: The company has four prescribed formations: company in line with platoons in line, company in column with platoons in column, company in column with platoons in line (used primarily for ceremonies), and company mass formation. A company may form into a column of twos in the same manner as the platoon.

Ref: SH-1, para 7-1j, ELO 1.

Item 4 If a company is in a line formation, where are the key personnel posts located?

Answer: When the company is in a line formation, the commander is 12 steps (from the front rank of troops) to the front and centered on the company. The guidon bearer is two 15-inch steps to the rear and two 15-inch steps to the left of the company commander. The XO is two steps to the rear of the first sergeant. The first sergeant's post is three steps to the rear of the last rank and centered on the company (Figure 7-1).

Ref: SH-1, para 7-2a, b, c, and d, ELO1.

- Item 5** Where are the key personnel posts when a company is in a column or company mass formation?
- Answer:** When in a column or mass formation, the commander is six steps (from the front rank of troops) to the front and centered on the company. The guidon bearer's post is the same as in the line formation. The XO is three steps to the rear of the last rank and off center (one 15 inch step to the right) of the company. The first sergeant is three steps to the rear of the last rank and off center (one 15 inch step to the left) of the company (Figure 7-2).
- Ref: SH-1, para 7-2a, b, c, and d, ELO 1.
- Item 6** On the command **FALL IN** or (**At Close Interval**), **FALL IN**, how does the company form?
- Answer:** On the command to **FALL IN** or (**At Close Interval**), **FALL IN**, the platoons form in line, centered on and facing the person forming the unit. There is a five-step interval between platoons.
- Ref: SH-1, para 7-3b, ELO 2.
- Item 7** Where are the platoon leaders' posts when the noncommissioned officers form the company?
- Answer:** The platoon leaders normally observe the procedures from a position to the rear of their platoons.
- Ref: SH-1, para 7-3d, ELO 2.
- Item 8** After the first sergeant forms the company and receives the report from the platoon sergeants, the company commander decides not to take the company. What are the steps that follow?
- Answer:** When the first sergeant forms the company and the commander decides not to take the company, the first sergeant commands "**POST**". At the command, "**POST**", the platoon sergeants and the guidon bearer take three steps forward. Simultaneously, the first sergeant faces about, takes three steps forward, and occupies the commander's position.
- Ref: SH-1, para 7-3d (1)(c) Note, ELO 2.

Item 9 What is the procedure for aligning a company in a line formation?

Answer: When the commander directs **HAVE YOUR PLATOONS DRESS RIGHT**, all platoon leaders *face about*. The right flank platoon leader commands **Dress right, DRESS** and aligns his platoon as in platoon drill. After verification of the first rank of the right platoon, the platoon leader steps off to align the second rank. The platoon leader to the left commands **Dress right, DRESS**, *faces* half right as in marching, and moves to a position on line and one step to the left of the first rank. He *faces* (left face) down the line and aligns the first rank. After aligning the first rank, the platoon leader centers himself on the first rank, *faces* to the right in marching, takes two short steps, halts and executes a *left face*. He then aligns the second rank. The platoon leader aligns the third and fourth rank in the same manner. After he aligns the fourth rank, he *faces left* in marching; returns to his position, center of the platoon; halts perpendicular to the formation; *faces* to the right; commands **Ready, FRONT** and *faces about*. All the platoon leaders to the left of the second platoon take the same action.

Ref: SH-1, para 7-5a, ELO 2.

The commander usually is the one that directs a company to align right with the platoon leaders performing the necessary steps to accomplish the movement

Item 10 When the platoon leader to the left of the base platoon commands **VERIFY INTERVAL**, what is the correct distance between platoons?

Answer: The correct distance between platoons is five steps.

Ref: SH-1, para 7-5a, ELO 2.

Item 11 What is the procedure for correcting distance between platoons when the company is marching in column?

Answer: To correct the distance between platoons while marching in column, the commander directs **CLOSE ON THE LEADING PLATOON**. The platoon leader in the leading platoon commands (over his shoulder) **Half Step, MARCH**. The other platoon leaders command (over their shoulders) **CONTINUE TO MARCH**, and then command **Half Step, MARCH** as soon as the platoons attain the correct distance. As soon as all the platoons attain the correct distance and are at half step, the commander directs **Forward, MARCH**.

Ref: SH-1, para 7a,c, ELO 2.

Item 12 What are five other types of movements and formations?

Answer: Other types of movements and formations are:

- Forming a column of twos and re-forming.
- Forming a company mass.
- Aligning a company mass.
- Changing the direction of march of a mass formation.
- Forming a column from a company mass.
- Forming a company in column with platoons in line and re-forming.
- Dismissing the platoon.

Ref: SH-1, para 7-9 thru 7-15, ELO 2.

Item 13 What is the prescribed formation for a company personnel in ranks inspection?

Answer: The company has one prescribed formation for a personnel in ranks inspection—company in line with platoons in line.

Ref: SH-1, para 7-16a, ELO 3.

Item 14 After the First Sergeant forms the company, takes the report and turns the company over to the commander, the commander directs **PREPARE FOR INSPECTION**. What actions do the platoon leaders take?

Answer: The platoon leaders face about and command, **Open Ranks, MARCH**. The right flank platoon leader commands **Dress right, DRESS** and aligns his platoon as in platoon drill. After verification of the first rank of the right platoon, the platoon leader steps off to align the second rank. The platoon leader to the left commands **Dress right, DRESS, faces** half right as in marching, and moves to a position on line and one step to the left of the first rank. He faces (left face) down the line and aligns the first rank. After aligning the first rank, the platoon leader centers himself on the first rank, *faces* to the right in marching, takes two short steps, halts and executes a *left face*. He then aligns the second rank. The platoon leader aligns the third and fourth rank in the same manner. After he aligns the fourth rank, he *faces left* in marching; returns to his position, center of the platoon; halts perpendicular to the formation; *faces* to the right; commands **Ready, FRONT** and *faces about*. All the platoon leaders to the left of the second platoon take the same action. When all the platoon leaders are facing the front, the commander directs **AT EASE**.

Ref: SH-1, para 7-17a, ELO 3.

Item 15 What is the executive officer's and the first sergeant's position when they accompany the commander during the inspection?

Answer: The executive officer and the first sergeant take a position at normal interval (close interval) to the left of the company commander.

Ref: SH-1, para 7-17a Note, ELO 3.

- Item 16** During the inspection, what is the command given when the commander and the platoon leader halt in front of the first two soldiers?
- Answer:** The platoon leader directs **second, third, and fourth ranks, AT EASE**.
- Ref: SH-1, para 7-17b Note, ELO 3.
- Item 17** When does the platoon leader command the second squad to attention?
- Answer:** The platoon leader commands the second squad to attention as the company commander begins to inspect the rear of the first squad.
- Ref: SH-1, para 7-17b Note, ELO 3.
- Item 18** What action does an inspected soldier take after the commander moves, halts and is in front and facing the next soldier?
- Answer:** The soldier remains at inspection arms until the commander is in front and facing the next soldier. He then executes **ready, port arms, and order, arms**.
- Ref: SH-1, para 7-17c Note, ELO 3.
- Item 19** What is the purpose for military reviews?
- Answer:** Military reviews are used to:
- Honor a high-ranking official.
 - Present decorations and awards.
 - Honor or recognize unit or individual achievements.
 - Commemorate events.
- Ref: SH-2, para 9-2a, ELO 4.
- Item 20** What are other ceremonial activities within the framework of a review?
- Answer:** Other ceremonial reviews are:
- Review with decorations, awards, and individual retirement.
 - Review with change of command, activation, or activation of units.
 - Review with retreat.
 - Review with retreat and retirement, decorations, and awards.
 - Review with retreat and change of command, activation, or inactivation.
- Ref: SH-2, para 9-2c, ELO 4.
- Item 21** Who is responsible for the formation of the troops for a review?
- Answer:** The preparation of the troops for a review is the responsibility of the commander of troops (COT).
- Ref: SH-2, para 9-2d, ELO 4.

Item 22 At what point during the change of command does the senior commander position himself between the outgoing and incoming commanders.

Answer: As soon as the COT executes parade rest, the reviewing party moves forward to within four steps of the Colors and halts. As the party marches forward, the senior officer positions himself between the old and new commander. The CSM moves by the most direct route and positions himself in front of the organizational color.

Ref: SH-2, para 9-5e, ELO 4.

Item 23 What is the procedure that follows in order to complete the change of command?

Answer: The CSM takes the color from the bearer (right hand above left hand) and faces about. The narrator reads the assumption of command orders. The CSM presents the color to the outgoing commander who grasps the color with his left hand above the right. The outgoing commander passes the color to the senior commander (right hand above left). The senior officer passes the color to the incoming commander (left hand above right). The incoming commander then passes the color to the CSM (right hand above left). The CSM faces about and returns the color to the Color bearer. As the CSM faces about, the incoming and outgoing commanders face the Colors. They then return to their posts.

Ref: SH-2, para 9-5e(1), ELO 4.

Item 24 What is the purpose of the hand positioning during the exchange of the Colors?

Answer: This allows the Colors to be over the heart of the outgoing and incoming commanders.

Ref: SH-2, para 9-5e(1) Note 1, ELO 4.

Item 25 What is a guidon?

Answer: The guidon is the company, battery, or troop identification flag. It is present at all unit functions unless directed by the commander.

Ref: SH-3, para C-1a, ELO 5.

Item 26 When does the guidon bearer execute raised guidon?

Answer: The guidon bearer executes raised guidon only on the preparatory commands for **Present, ARMS; Eyes, RIGHT**; and on the preparatory command **Order of Order, ARMS** following the execution of *present arms* and *eyes right*. Execute raised guidon on the preparatory command **Ready of Ready FRONT**.

Ref: SH-3, para C-1f Note, ELO 5.

Item 27 How does the guidon bearer resume *order arm* from *carry guidon*?

Answer: The bearer lets the staff slide through the right hand until the ferrule touches the marching surface.

SH-3, para C-4b, ELO5.

**Review/
Summary** The conduct of company drill reflects directly on the discipline and esprit de corps of the unit. Remember not to have a formation for the sake of having a formation. Make it mean something. When you do conduct formations, make sure that the unit executes all the movements properly. A well conducted drill and ceremony formation has a distinct way of instilling a sense of pride and discipline in your soldiers and noncommissioned officers.
This pride and discipline will trickle down to other areas as well.

Appendix C

Index of Student Handouts

**This Appendix
Contains**

This Appendix contains the items listed in this table--

Title/Synopsis	Pages
SH-1, Extract of FM 22-5, Ch 7	SH-1-1 thru SH-1-18
SH-2, Extract of FM 22-5, Ch 9	SH-2-1 thru SH-2-21
SH-3, Extract of FM 22-5, Appendix C	SH-3-1 thru SH-3-7

Student Handout 1

**This Student
Handout
Contains**

The following extract consisting of 18 pages, downloaded from the Army Training Digital Library, from FM 22-5, Drill and Ceremonies, dated December 1986, Chapter 7.

CHAPTER 7

Company Drill

"The fundamentals of drill are established daily . . . If these maneuvers are all accurately observed and practiced every day then the army will remain virtually undefeatable and always awe inspiring. . ."

Frederick the Great: "History of My Own Times, trans." 1789

CONTENTS

Section I - PROCEDURES AND PERSONNEL

Paragraph

7-1 General

7-2 Posts for Key Personnel

Section II - FORMATIONS AND MOVEMENTS

7-3 General

7-4 Changing Interval

7-5 Aligning the Company

7-6 Opening and Closing the Ranks

7-7 Changing the Direction of March of a Column

7-8 Correcting Distance Between Platoons

7-9 Forming a Column of Twos and Re-

Forming

7-10 Forming a company Mass

7-11 Aligning a Company Mass

7-12 Changing the Direction of March of a Mass Formation

7-13 Forming a Column from a Company Mass

7-14 Forming a Company in Column with Platoons in line and Re-Forming

7-15 Dismissing the Company

Section III - INSPECTIONS

7-16 General

7-17 In-Ranks Inspection (Line Formations)

7-18 In-Quarters Inspection (Stand By)

Section I

PROCEDURES AND PERSONNEL

7-1. General

- a. Individual drill movements, manual of arms, and squad and platoon drills are executed (as previously described) while conducting company drill.
- b. For the most part, company drill provides the procedures for executing platoon drill in conjunction with other platoons in the same formation.
- c. For drill purposes, a company consists of a company headquarters and two or more platoons. The company headquarters personnel are attached to the platoons to equalize platoon strength without interfering with the permanent squad organization; however, the commander may form the headquarters personnel into a separate platoon at either flank of the company. When headquarters personnel form as a separate element, the senior sergeant serves as the platoon sergeant, and the company executive officer serves as the platoon leader.
- d. When in a line or a mass formation, the right platoon serves as the base; when in a column formation, the lead platoon serves as the base.
- e. The first sergeant assumes the position of company commander, if there are no officers present.
- f. When the company commander directs that the company *open or close ranks, align, stack or take arms, extend march, close on the leading platoon, or prepare for inspection*, the movements are executed on the command of the platoon leaders and not on the directives of the company commander. The platoon leaders command the movement in sequence beginning with the base platoon.
- g. During all drills and ceremonies, the first sergeant and executive officer carry their weapons at *sling arms*. They remain at *sling arms* during all manual of arms movements except that they execute the *hand salute* while at *sling arms*.
- h. The members of a company break ranks in the same manner as in platoon drill except that the individuals called from the formation form on the commander rather than on the platoon leader.
- i. The company *marches, rests*, and executes *eyes right* in the same manner as the platoon.
- j. The company has four prescribed formations: company in line with platoons in line, company in column with platoons in column, company in column with platoons in line (used primarily for ceremonies), and company mass formation. However, the company may be formed into a column of twos in the same manner as the platoon.

7-2. Posts for Key Personnel

- a. **Company Commander.** When the company is in a line formation or in a column with the platoons in line, the post for the company commander is 12 steps (from the front rank of troops) to the front and centered on the company. As part of a larger unit, when the company is in a column with platoons in column and when in a mass formation, his post is 6 steps from the front rank of troops to the front and centered on the company. As a separate unit, when the company is in column with platoons in column, his post is 12 steps from and centered on the left flank.
- b. **Guidon Bearer.** The guidon bearer's post is two 15-inch steps to the rear and two 15-inch steps to the left of the company commander ([Appendix C](#)) ([Figure 7-1](#)).

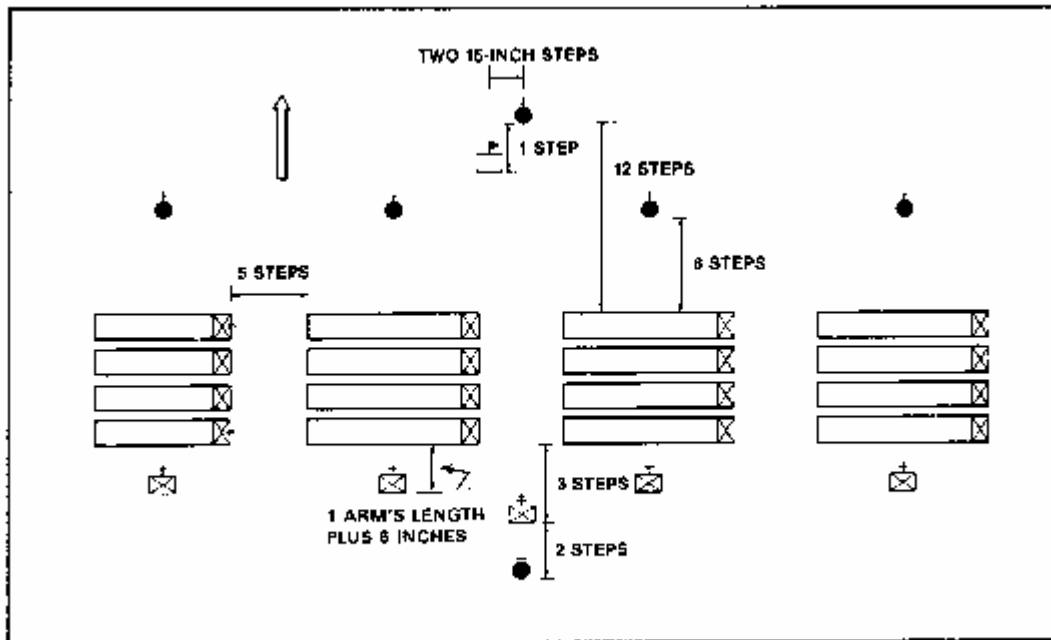


Figure 7-1. Company in Line with Platoons in Line

NOTE: The company commander should inconspicuously direct the guidon bearer to remain in position and move with the commander when the company is to be *faced* to the right and *marched* for only a short distance.

c. **Executive Officer.** When the company is in a line formation, the executive officer's post is two steps to the rear of the first sergeant in a column or a mass formation, he is three steps to the rear of the last rank and off center (one 15-inch step to the right) of the company.

d. **First Sergeant.** When the company is in a line formation, the first sergeant's post is three steps to the rear of the last rank and centered on the company; in a column or a mass formation, he is three steps to the rear of the last rank and off center (one 15-inch step to the left) of the company ([Figure 7-2](#)).

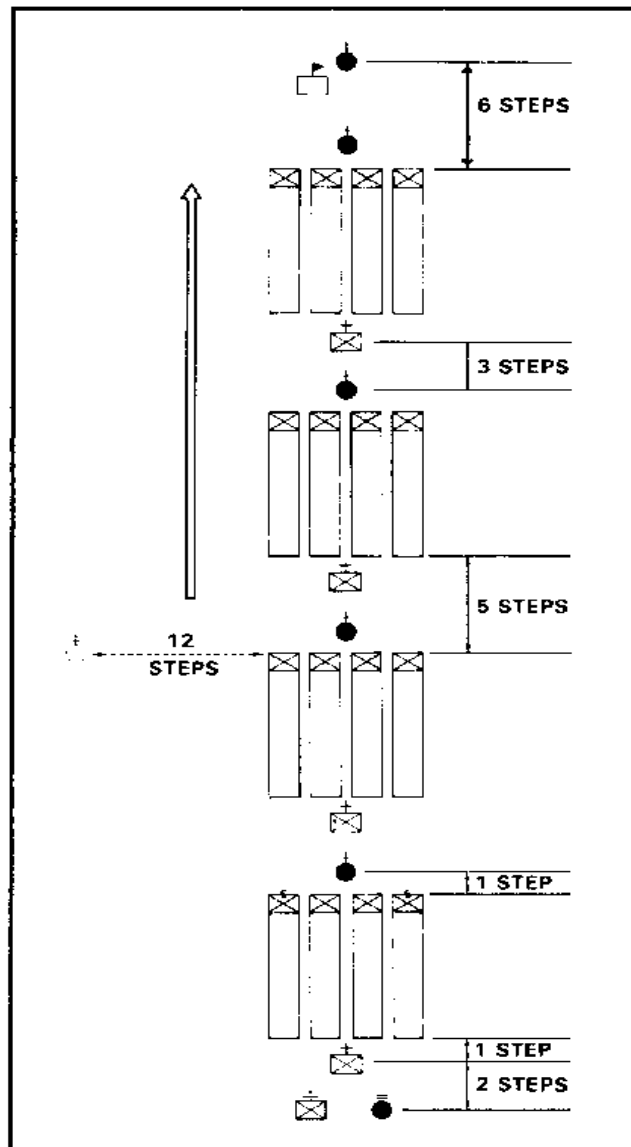


Figure 7-2. Company in Column with Platoons in Column

NOTE: The executive officer inconspicuously gives the necessary commands (*march, column half left, halt, and facings*) for himself and the first sergeant when changing from one post to another. Once in motion, they *incline* as necessary and *march* to their new posts. When the company changes from a line formation to column formation, the first sergeant and executive officer face with the company but do not *march* forward. They remain in position until the last platoon has passed. If the company *marches* forward (column formation) for a short distance only, or if it closes on the base platoon (line formation) at *close interval*, the first sergeant and executive officer *march* forward or face to the right in *marching* and resume their posts. When the company changes from a column (*platoons in column*) to a line formation, they *face* to the right in *marching* and assume their posts in line. When the company forms a company in column with platoons in line, as the unit is *faced*, they face to the right in *marching* and assume their posts to the rear of the last platoon. When the company is formed in mass, they face to the right in *marching* and assume their posts at the center of the company immediately after *halting* with the last platoon (Figure 7-4). The off-center position explained for the first sergeant and executive officer should place them at *normal interval* from each other while covering a file to their front. If either one is not present during a formation, the one present changes posts without

command and assumes the post at the center of the company rather than off center ([Figure 7-3](#))

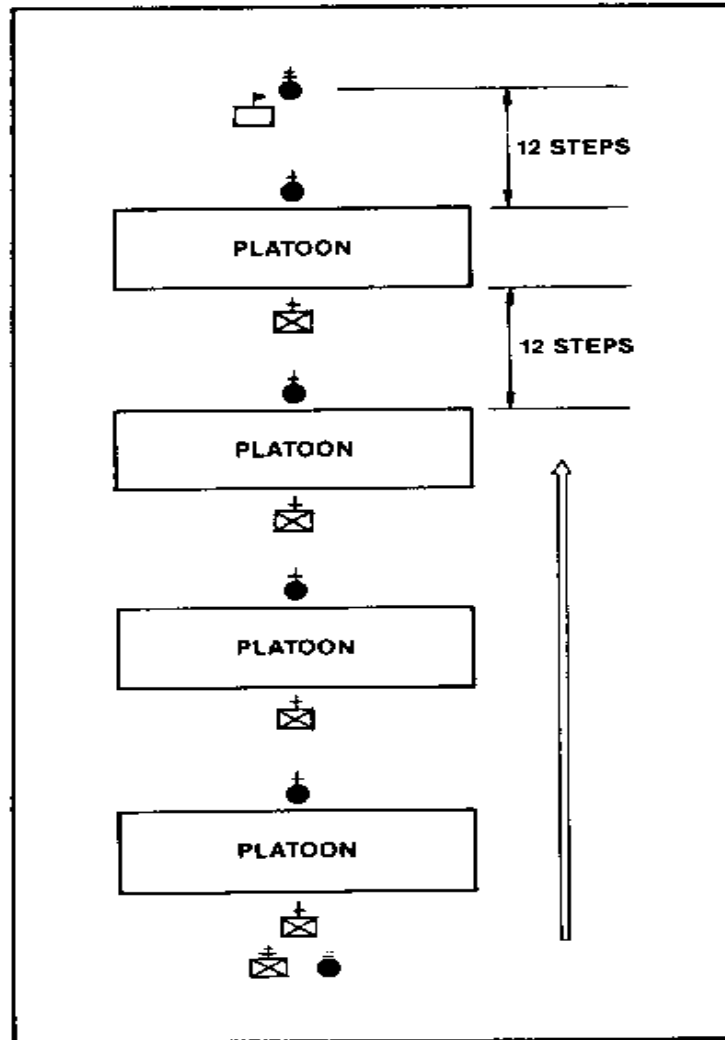


Figure 7-3. Company in Column with Platoons in Line

e. **Additional Officers.** Other officers assigned or attached, who have no prescribed position within the formation, form evenly to the right and left of the executive officer in a line formation; they *fall out* and form in one or two ranks at correct distance to the rear of the first sergeant and executive officer when the company forms in column ([Figure 7-4](#)).

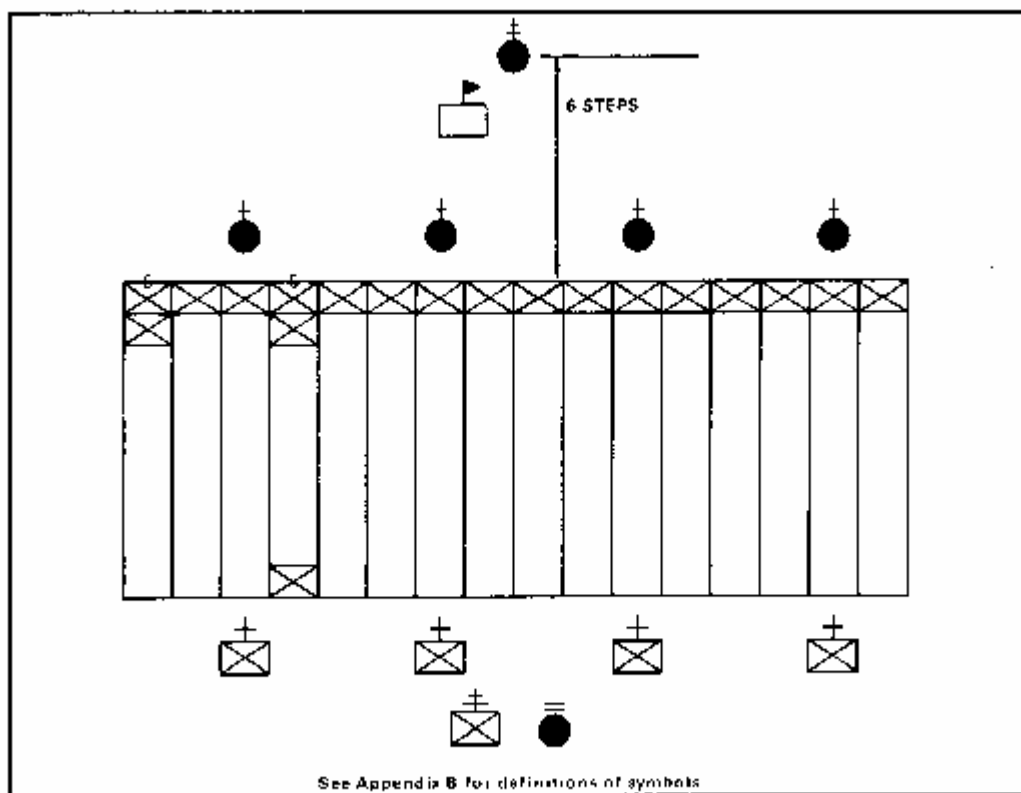


Figure 7-4. Company in Mass

Section II

FORMATIONS AND MOVEMENT

7-3. General

- a. The company normally forms in a line formation; however, it may *re-form* in column when each man can identify his exact position (equipment grounded) in the formation.
- b. The company forms basically the same as the platoon. On the command **FALL IN; (At close interval), FALL IN**, the platoons form in line, centered on and *facing* the person forming the unit, with five-step intervals between platoons.
- c. When armed, members *fall in* at order (*sling*) arms. For safety, the person forming the unit commands **Inspection, ARMS; Ready, port, ARMS; Order (Sling), ARMS** at the initial formation of the day, or when the last command is **DISMISSED**.
- d. The company may be formed by the first sergeant (platoon sergeants) or by the company commander (platoon leaders). When possible, the platoons assemble near the formation site before the arrival of the first sergeant or company commander. If the company is formed by the noncommissioned officers, the platoon leaders normally observe the procedures from a position to the rear of their platoons.

(1) Forming with noncommissioned officers.

- (a) When the company is formed by the noncommissioned officers, the first sergeant posts himself nine steps in front of (center) and *facing* the line where the front rank of each platoon is to form. He then commands **FALL IN; (At close interval), FALL IN**.
- (b) On the command of execution, the platoons form in the same manner prescribed in platoon drill. Each platoon sergeant *facing* his platoon while the platoons are forming and directs his

platoon to adjust (if necessary) and align on the platoon to its right at the correct interval (as described in [note](#), paragraph 7-5). Once the platoon is formed, the platoon sergeants *face about*.

NOTE: If the command *At close interval*, **FALL IN** is given, the members of the platoon form at *close interval* however, the five-step interval between platoons is maintained.

(c) When all of the platoon sergeants are *facing* to the front, the first sergeant commands (if appropriate) **Inspection, ARMS; Ready, port, ARMS; Order (Sling), ARMS**. He then directs (if appropriate) **RECEIVE THE REPORT**. The platoon sergeants *face about* and command **REPORT**. The squad leaders report as previously described in paragraph 6-2d. Having received the report, the platoon sergeants *face about*. When all platoon sergeants are *facing* to the front, the first sergeant commands **REPORT**. The platoon sergeants *salute* and report (as previously described in paragraph 6-2e) in succession from right to left. The first sergeant returns each *salute* individually. Having received the report from the platoon sergeants, the first sergeant *faces about* and awaits the arrival of the company commander.

NOTE: If the company commander is not scheduled to receive the company, the first sergeant commands **POST**. On this command, the platoon sergeants and guidon bearer step forward three steps. Simultaneously, the first sergeant *faces about*, steps forward three steps, and occupies the position of the commander.

(d) When the company commander has *halted* at his post, the first sergeant *salutes* and reports, "**Sir, All present,**" or "**Sir, All accounted for,**" or "**Sir, (So many) men absent.**" The company commander returns the salute and commands **POST**. The first sergeant *faces about* and *marches* to his post three steps to the rear and at the center of the company, *halts*, and *faces about*. The guidon bearer steps forward three steps. The platoon sergeants *face* to the right in *marching* and assume their posts to the rear of their platoons (if the platoon leader is not present, they step forward three steps). The platoon leaders *march* around the left flank of their platoons and assume their posts by *inclining* and *halting*, already *facing* to the front. The company executive officer assumes his post two steps to the rear of the first sergeant.

(2) Forming with officers. When the company is formed by the company commander, the procedures are the same as forming with the noncommissioned officers except that the platoon leaders form their platoons and the first sergeant, platoon sergeants, and guidon bearer fall in at their posts ([Figure 7-1](#)). The command **POST** is not necessary.

7-4. Changing Interval

- a. The company changes interval in the same manner as prescribed for the platoon.
- b. When the company commander wants the company to obtain *close interval* in a line formation while maintaining a five-step interval, he directs **CLOSE ON THE BASE PLATOON AT CLOSE INTERVAL**. The platoon leaders *face about* and command **Count, OFF**. After the platoons have *counted off*, the platoon leaders command **Close interval, MARCH**. The second, third, and fourth platoon leaders command **Right, FACE** and in succession command **Half step, MARCH**. They *halt* at the five-step interval and *face* the platoon to the left. If the directive **CLOSE ON THE THIRD PLATOON AT CLOSE INTERVAL** is given, the platoon leaders on the right of the designated platoon have their platoons obtain *close interval*, *face* their platoons to the left, *march (half step)* forward until the five-step interval is obtained, and then *halt* and *face* their platoons to the right.

NOTE: When the company is at *close interval* (line formation), the commander may *march* the company (in column with less than correct distance) at the *half step* for short distances. If he wants to *march* with a 30-inch step while *marching* with less than correct distance, he directs

HAVE YOUR PLATOONS EXTEND MARCH. The first platoon leader commands *Extend, MARCH*. The other platoon leaders command **CONTINUE TO MARCH**. As the first platoon begins to *march* with a 30-inch step, the second platoon leader commands *Extend, MARCH*. The remaining platoons execute the directive in the same manner as the second platoon.

c. When the company commander wants the company to obtain *normal interval* from *close interval* in a line formation while maintaining a five-step interval, he directs **EXTEND ON THE BASE PLATOON AT NORMAL INTERVAL**. The platoon leaders *face about* and *march (half step)* their platoons to a position that ensures the five-step interval between platoons after they have obtained *normal interval*. After *halting* and facing the platoons to the left, the platoon leaders command **Count, OFF**. The platoon leaders then command *Normal interval, MARCH*. If necessary, the platoon leader can verify interval as described in the note of [paragraph 7-6](#).

7-5. Aligning the Company

a. To align the company in a line formation, the company commander directs **HAVE YOUR PLATOONS DRESS RIGHT**. On the directive, all platoon leaders *face about*. The right flank platoon leader commands *Dress right, DRESS* and aligns his platoon as described in platoon drill. When the alignment of the first rank of the right platoon has been verified (the platoon leader has stepped off to align the second rank), the platoon leader to the left commands *Dress right, DRESS*. He then *faces* to the half right in *marching*, moves to a position on line with and one step to the left of the left flank man of the first rank, and *faces (left face)* down the line. After aligning the first rank, the platoon leader centers himself on the first rank, *faces* to the right in *marching*, takes two short steps, *halts*, executes *left face*, and aligns the second rank. The third and fourth ranks are aligned in the same manner as the second rank. After aligning the fourth rank, the platoon leader *faces* to the left in *marching*; returns to his position, center of the platoon; *halts* perpendicular to the formation; *faces* to the right; commands **Ready, FRONT**; and *faces about*. All platoon leaders to the left of the second platoon take the same actions as the second platoon leader.

NOTE: If necessary, the platoon leaders to the left of the base platoon command **VERIFY INTERVAL** before commanding *Dress right, DRESS*. On the command **VERIFY INTERVAL**, the base (squad leader of the first squad) *faces* to the right in *marching* and moves to the left flank member (first squad) of the platoon to the right, *halts, faces about*, steps forward five steps, *halts, faces* to the right, and aligns himself on the element to his right.

b. To align the company in column, the company commander directs **HAVE YOUR PLATOONS COVER**. On this directive, the first platoon leader *faces about* and commands **COVER**. The other platoon leaders command **STAND FAST**. The first platoon *covers* as in platoon drill. The other platoons then execute the movement in succession as soon as the platoon to their front has completed the movement.

7-6. Opening and Closing Ranks

a. To *open ranks*, the company commander directs **HAVE YOUR PLATOONS OPEN RANKS AND DRESS RIGHT**. On the directive, all platoon leaders *face about*. The right flank platoon leader commands *Open ranks, MARCH*. When the platoon has completed the movement, he then commands *Dress right, DRESS* and aligns the platoon the same as in platoon drill. When the first rank of the right platoon has been aligned, the platoon leader to the left commands *Open ranks, MARCH* and then commands *Dress right, DRESS*. Then he aligns his platoon in the same manner described in paragraphs

6-6 and [7-5](#). All platoon leaders to the left of the second platoon take the same actions as the second platoon leader.

NOTE: When clearing grounded equipment, the company may *march* in column (*right face*) from open ranks (*double interval*) for short distances. Having cleared the equipment, the commander commands **Normal interval, MARCH**. When returning to the equipment while *marching* at *normal interval*, the command **Double interval, MARCH** is given. If the company is *marching* in reverse order, the commands **FALL OUT** and **FALL IN** should be given.

b. To *close ranks*, the commander directs **HAVE YOUR PLATOONS CLOSE RANKS**. On the directive, all platoon leaders *face about* and in sequence from right to left command **Close ranks, MARCH**. The platoons execute the movement the same as in platoon drill. After the platoons have completed the movement, the platoon leaders *face about*.

7-7. Changing the Direction of March of a Column

- a. The company changes the direction of march basically the same as the squad and platoon. The commands are **Column right (left), Column half right (left), MARCH**.
- b. The base element during a column movement is the lead platoon and the squad on the flank, in the direction of turn.
- c. When at the *halt*, the leading platoon leader repeats the company commander's preparatory command. Succeeding platoon leaders give the supplementary command **Forward**. On the command of execution **MARCH**, the leading platoon executes the movement as described in platoon drill; succeeding platoons execute the movement on their platoon leader's command at approximately the same location.
- d. While *marching*, the movement is executed as described from the *halt* except that the succeeding platoon leaders give the supplementary command **Continue to march** rather than **Forward**.
- e. The company executes *rear march* and *inclines* in the same manner as the platoon.
- f. When executing *counter column march* from the *halt*, the leading platoon leader repeats the preparatory command. Succeeding platoon leaders give the supplementary command **Forward**. On the command of execution **MARCH**, the leading platoon executes the movement as described in platoon drill, and *marches* through the other platoons. Succeeding platoons execute the movement on the platoon leader's command at approximately the same location. When the movement is executed while *marching*, the command of execution is given as the left foot strikes the marching surface. The movement is executed basically the same as from the *halt* except that the succeeding platoon leaders give the supplementary command *continue to march* rather than *forward*. The guidon bearer *faces* to the left in *marching* from the *halt* or executes a *column left* in *marching*, *marches* by the most direct route outside of the formation, and repositions himself in front of the lead platoon as it clears the rear of the company. If the company commander gives the command from his post in a separate unit, he moves in the most convenient manner to his new position at the left flank of the unit. If he gives the command while at the head of the company, he moves in the same direction as the guidon bearer.

7-8. Correcting Distance Between Platoons

- a. To obtain correct distance when the company is *marching* in column or is in column at the *halt*, the company commander directs **CLOSE ON LEADING PLATOON**.
- b. When at the *halt*, on the directive **CLOSE ON LEADING PLATOON**, the platoon leader of the leading platoon commands (over the right shoulder) **STAND FAST**. The succeeding platoon leaders command (over the right shoulder) **Forward, MARCH** and then command **Mark time, MARCH** and **Platoon, HALT** when correct distance is obtained.
- c. While *marching*, on the directive **CLOSE ON LEADING PLATOON**, the platoon leader of the leading platoon commands (over the right shoulder) **Half step, MARCH**. The succeeding platoon leaders

command (over the right shoulder) **CONTINUE TO MARCH**, and then command *Half step, MARCH* as soon as the correct distance is obtained.

d. The company commander commands **Forward, MARCH; (HALT)** as soon as all platoons have obtained the correct distance and are *marching* at the half step.

7-9. Forming a Column of Twos and Re-forming

a. The company forms a column of twos basically the same as the platoon. The company commander must allow sufficient time for the platoon leaders, and the squad leaders of the lead platoon, to give their supplementary commands before giving the command of execution. The command for this movement is **Column of twos from the right (left), MARCH**. The leading platoon leader repeats the preparatory command. Other platoon leaders give the supplementary command **Stand fast**. On the company commander's command of execution **MARCH**, the leading platoon executes the movement as in platoon drill. Other platoons execute the movement on their platoon leader's command. Succeeding platoon leaders give their commands so as to follow with the prescribed five-step distance between platoons.

b. *Re-forming* into a column of fours is executed only at the *halt*. The command for this movement is **Column of fours to the left (right), MARCH**. On the company commander's command of execution, all platoons execute the movement simultaneously as described in platoon drill. As soon as the platoons are *re-formed*, the platoon leaders automatically *march* the platoons forward and obtain the five-step distance between platoons.

7-10. Forming a Company Mass

a. The company may form in mass from a company in column (platoons in column) when *halted* or while *marching*. The company must be at *close interval* (*close interval, march*) before the command **Company mass left, MARCH** is given.

b. On the preparatory command **Company mass left**, given at the *halt*, the leading platoon leader commands **Stand fast**. The platoon leaders of the succeeding platoons command **Column half left**. On the command of execution **MARCH**, the leading platoon *stands fast*. The other platoons execute the *column half left* and then execute a **column half right** on the command of the platoon leaders to a point (line) that ensures the platoons will be at *close interval* alongside the platoon to their right when *halted*. As the platoons come abreast of the base platoon, the platoon leaders command **Mark time, MARCH**. While the platoon is *marking time*, the members adjust their positions to ensure alignment on the man to their right. The platoon leaders allow their platoons to *mark time* for about eight counts and then command **Platoon, HALT**.

NOTE: On the command of execution **MARCH**, the company commander and guidon bearer *face* to the right (left) in *marching* and reposition themselves centered on the company.

c. On the preparatory command **Company mass left** while *marching*, given as the left foot strikes the marching surface, the leading platoon leader gives the supplementary command **Mark time**. The succeeding platoon leaders command **Column half left**. On the command of execution **MARCH**, the leading platoon begins to *march* in place. After *marking time* for about eight counts, the lead platoon leader commands **Platoon, HALT**. The other platoons form in the same manner as from the *halt*.

NOTE: On the command of execution **MARCH**, the company commander and guidon bearer *halt* and immediately *face* to the right (left) in *marching* and reposition themselves centered on the company.

7-11. Aligning a Company Mass

- a. As soon as the company has formed in mass, the company commander gives the command **Order, ARMS** (if appropriate) and then commands **At close interval, Dress right, DRESS**.
- b. On the command of execution **DRESS**, the platoon leader of the right platoon *marches* by the most direct route to the right flank and verifies the alignment of as many ranks as necessary to ensure proper alignment in the same manner as aligning the platoon. When he has finished the verification, the platoon leader returns to a position one step in front of centered on the third squad, *halts*, and *faces* to the right. When the platoon leader has returned to his position, the company commander commands **Ready, FRONT**.

NOTE: On the command of execution **DRESS**, the platoon leaders and platoon sergeants position themselves in line with the third squad of their platoon by executing one 15-inch step to the right.

7-12. Changing the Direction of March of a Mass Formation

- a. The company changes the direction of march in mass basically the same as a platoon column movement. When executed from the *halt*, the commander has the unit execute *right shoulder arms* (if appropriate), then *faces* in the desired direction of march, turns his head toward the formation, and commands **Right (Left) turn, MARCH**. On the command of execution **MARCH**, the platoon leaders *face* to the half right (left) in *marching* and continue to *march* in an arc until parallel to the new direction of march. Then they begin *marching* with the **half step**, dressing on the right (left) flank platoon leader until the command **Forward, MARCH** is given. The right (left) guide (the base squad leader in the direction of turn) *faces* to the right (left) in *marching* and immediately takes up the *half step*. All other squad leaders (front rank) *face* to the half right (left) in *marching* and continue to *march* in an arc until they come on line with the guide. At this time, they begin *marching* with the *half step* and dress (glancing out of the corner of the eye) in the direction of the turn until the command **Forward, MARCH** is given. On that command, the dress is automatically to the right. All other members *march* forward and execute the movement in the same manner as their squad leaders.
- b. When executed while *marching*, the movement is in the same manner as from the *halt* except that the company commander *faces about* (*marching* backward) to give the command **Right (Left) turn, MARCH**. He then *faces about* and completes the turning movement himself. After the company has completed the turn, he *faces about*, commands **Forward, MARCH**, and again *faces about*.

7-13. Forming a Column from a Company Mass

- a. To form a company in column from a company mass at the *halt*, the command is **Column of platoons, Right platoon, Column right (Column half right), MARCH**. The right platoon leader gives the supplementary command of **Forward (Column right or Column half right)**, and the other platoon leaders command **Stand fast**. On the command of execution **MARCH**, the right platoon *marches* in the direction indicated. All other platoons follow (in sequence) in column, executing *column half right* and *column half left* on the commands of the platoon leaders.
- b. To execute the movement when *marching*, the company commander commands **Port, ARMS** (unless at *sling arms*), and then commands **Column of platoons, Right platoon, Double time, MARCH**. On the preparatory command, the right platoon leader gives the supplementary command **Double time**, and the other platoon leader gives the supplementary command **Continue to march**. On the command of execution **MARCH**, the right platoon *marches* in *double time*. Other platoon leaders (in sequence) command **Column half right, Double time, MARCH** and **Column half left, MARCH** to bring the succeeding platoons in column with the leading platoon.
- c. The platoon leader and the platoon sergeant reposition themselves after the supplementary command but before the command of execution.

7-14. Forming a Company in Column with Platoons in Line and Re-forming

- a. To form a company in column with platoons in line from a column formation at the *halt*, the command is **Column of platoons in line, MARCH**. The platoon leader of the leading platoon commands **Stand fast**. The second platoon leader commands **Column right**. All other platoon leaders command **Forward**. On the command of execution **MARCH**, the leading platoon *stands fast*, and the second platoon executes a *column right*, *marches* 12 steps past the right file of the first platoon, and executes a *column left*. As they come on line with the base platoon, the platoon leader commands **Mark time, MARCH**. After the platoon has *marched* in place for eight counts, the platoon leader commands **Platoon, HALT**. The succeeding platoons execute a *column right* at approximately the same location as the platoon to their front and execute a *column left* and then *halt* in the same manner as the second platoon. When the platoons have *halted* in position, the company commander commands **Left, FACE**. On that command, the platoon leaders and platoon sergeants *face* in *marching* and assume their posts.
- b. When executed while *marching*, the movements are basically the same as from the *halt* except that the commander gives the command of execution as the right foot strikes the marching surface. The leading platoon leader commands **Mark time**. On the preparatory command, the second platoon leader commands **Column right**, and the succeeding platoon leaders command **Continue to march**. On the command of execution **MARCH**, the leading platoon executes *mark time* and *marches* in place (approximately eight counts) until the platoon leader commands **Platoon, HALT**. The other platoons execute the movement in the same manner as from the *halt*.
- c. To *re-form* in column with platoons in column, the company commander commands **Right, Face; Column of platoons, Left platoon, MARCH**. On the command **Right, Face**, the platoon leaders and platoon sergeants *face* in *marching* and resume their posts in column. On the preparatory command **Column of platoons, Left platoon**, the left platoon leader commands **Forward, (Column left [Half left])**. All other platoon leaders command **Column half left**. On the command of execution **MARCH**, the left platoon executes the movement. The other platoon leaders give the appropriate commands so as to follow the lead platoon at correct distance.

NOTE: If necessary, the platoons following the second platoon automatically adjust the length of their step to ensure correct distance from the platoon to their front.

7-15. Dismissing the Company

- a. The company is *dismissed* while at *attention*. It may be *dismissed* by the first sergeant.
- b. When the company is *dismissed* by the first sergeant, the company commander commands **FIRST SERGEANT**. The first sergeant *marches* by the most direct route to a position three steps from and directly in front of the company commander. After the first sergeant is *halted*, the company commander commands **TAKE CHARGE OF THE COMPANY**. *Salutes* are exchanged. Upon termination of the *salutes*, the platoon leaders and executive officer leave the formation. The platoon sergeants *face* to the right in *marching* and take their posts (platoon leader's position) six steps in front of and centered on the platoon by *marching* around the right flank of the platoon, *inclining* and *halting* already *facing* to the front. The first sergeant *steps* forward three steps and *faces about*. When all platoon sergeants are at their posts, the first sergeant commands **TAKE CHARGE OF YOUR PLATOONS**. The platoon sergeants *salute*. The first sergeant returns all *salutes* with the one *salute*. After *salutes* are exchanged, the first sergeant and guidon bearer leave the formation. The platoon sergeants then *dismiss* their platoons as in platoon drill.
- c. When the company is *dismissed* by the company commander, he commands **TAKE CHARGE OF YOUR PLATOONS**. The platoon leaders *salute*. The company commander returns all *salutes* with one *salute*. After the *salutes* are exchanged, the company commander, guidon bearer, first sergeant, and executive officer leave the formation. The platoon leader(s) *faces about* and commands **PLATOON SERGEANT**. The platoon sergeant *faces* to the right in *marching* and *marches* (*inclines*) around the squad leader(s), *halts* three steps in front of and centered on the platoon leader, and *faces* to the right. Each platoon leader then directs **TAKE CHARGE OF THE PLATOON**. *Salutes* are exchanged. The platoon leaders leave the formation. The platoon sergeants step forward three steps, *face about*, and *dismiss* the platoons as in platoon drill.

Section III

INSPECTIONS

7-16. General

- a. The company has one prescribed formation for inspecting personnel and equipment in ranks--company in line with platoons in line. When inspecting crew-served weapons and vehicles, the personnel are normally positioned to the rear of the formation with the operator (gunner) standing by his vehicle (weapon).
- b. The commander may conduct an in-quarters (barracks) inspection to include personal appearance, individual weapons, field equipment, displays, maintenance, and sanitary conditions.
- c. When field equipment is to be inspected, it should be displayed as shown in [Figure 7-5](#) (as a guide). Additional equipment not shown or different models of the equipment should be arranged in a uniform manner established by the local commander.

7-17. In-Ranks Inspection (Line Formations)

- a. With the company in line formation, the company commander directs **PREPARE FOR INSPECTION**. On that directive, the platoon leaders *face about*, *open ranks*, and align the company as in [paragraphs 7-5](#) and [7-6](#). When all platoon leaders are *facing* the front, the company commander commands **AT EASE**.

NOTE: During the inspection, the guidon bearer, officers, and noncommissioned officers not in ranks assume the position of *attention* as the inspecting officer approaches their positions and resume the *at ease* position after they have been inspected (they do not execute *inspection arms*). The company commander may direct the first sergeant and executive officer to accompany him during the inspection. When so directed, the executive officer and first sergeant take a position at *normal interval* (*close interval* if the company is at *close interval*) to the left of the company commander.

- b. The company commander begins the inspection by stepping forward and inspecting the guidon bearer. He then *faces* to the half left in *marching* and proceeds to the right of the line. As he approaches the right flank platoon, the platoon leader commands (over his right shoulder) **Platoon, ATTENTION**. When the company commander has *halted* directly in front of him, he *salutes* and reports, "**Sir, The platoon is prepared for inspection.**" The company commander returns the *salute* and inspects the platoon leader. The company commander then directs the platoon leader to lead him through the inspection, *faces* to the half left in *marching*, and *halts* directly in front of the squad leader of the first squad. As the company commander *faces* to the half left in *marching*, the platoon leader *faces* to the right in *marching*, *inclines*, and *halts* directly in front of the second man in the first squad and on line with and at *normal interval* (*close interval*) to the right of the company commander. The other platoon leaders execute the same actions as the company commander approaches their platoons.

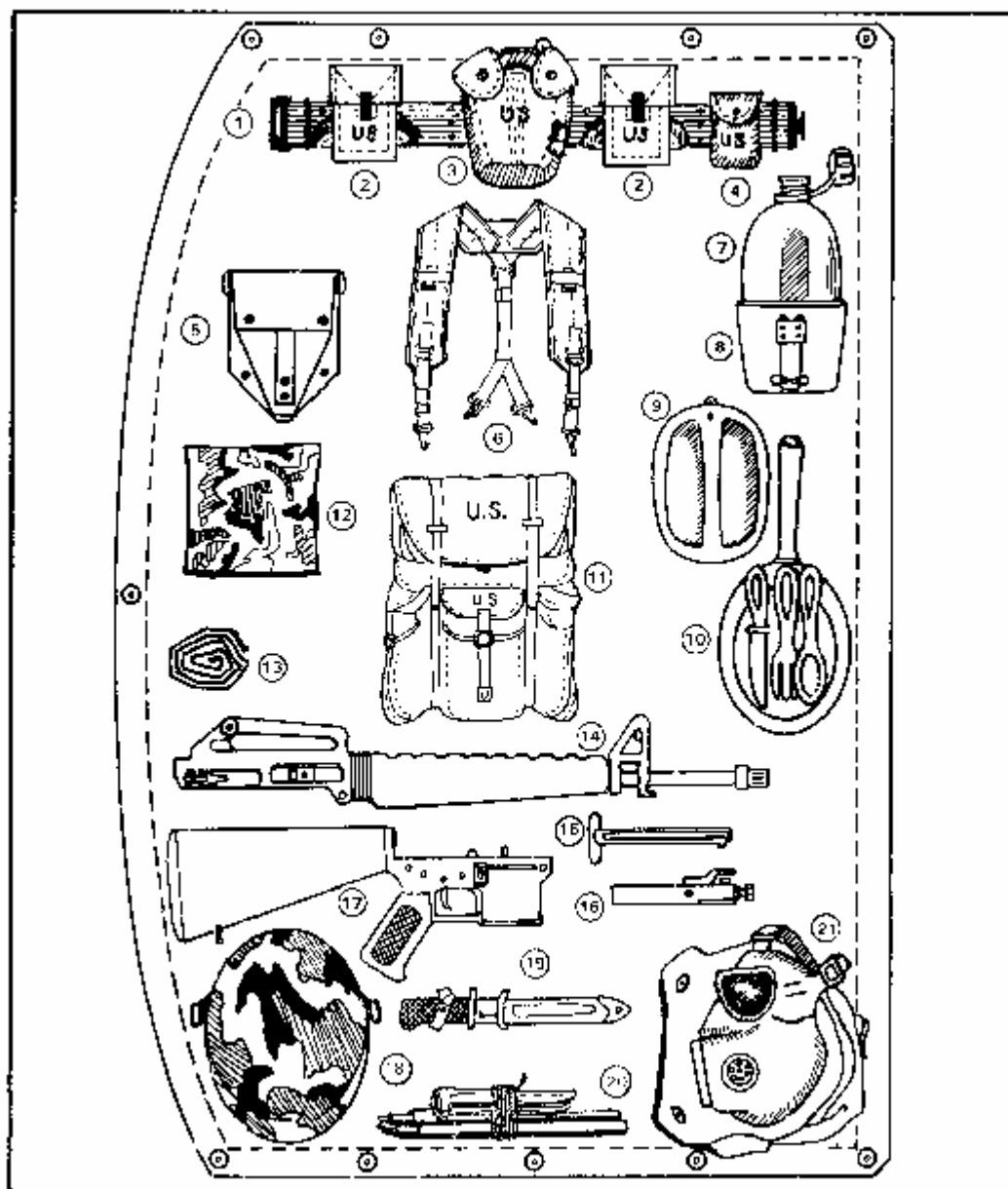


Figure 7-5. Equipment Display (Guide)

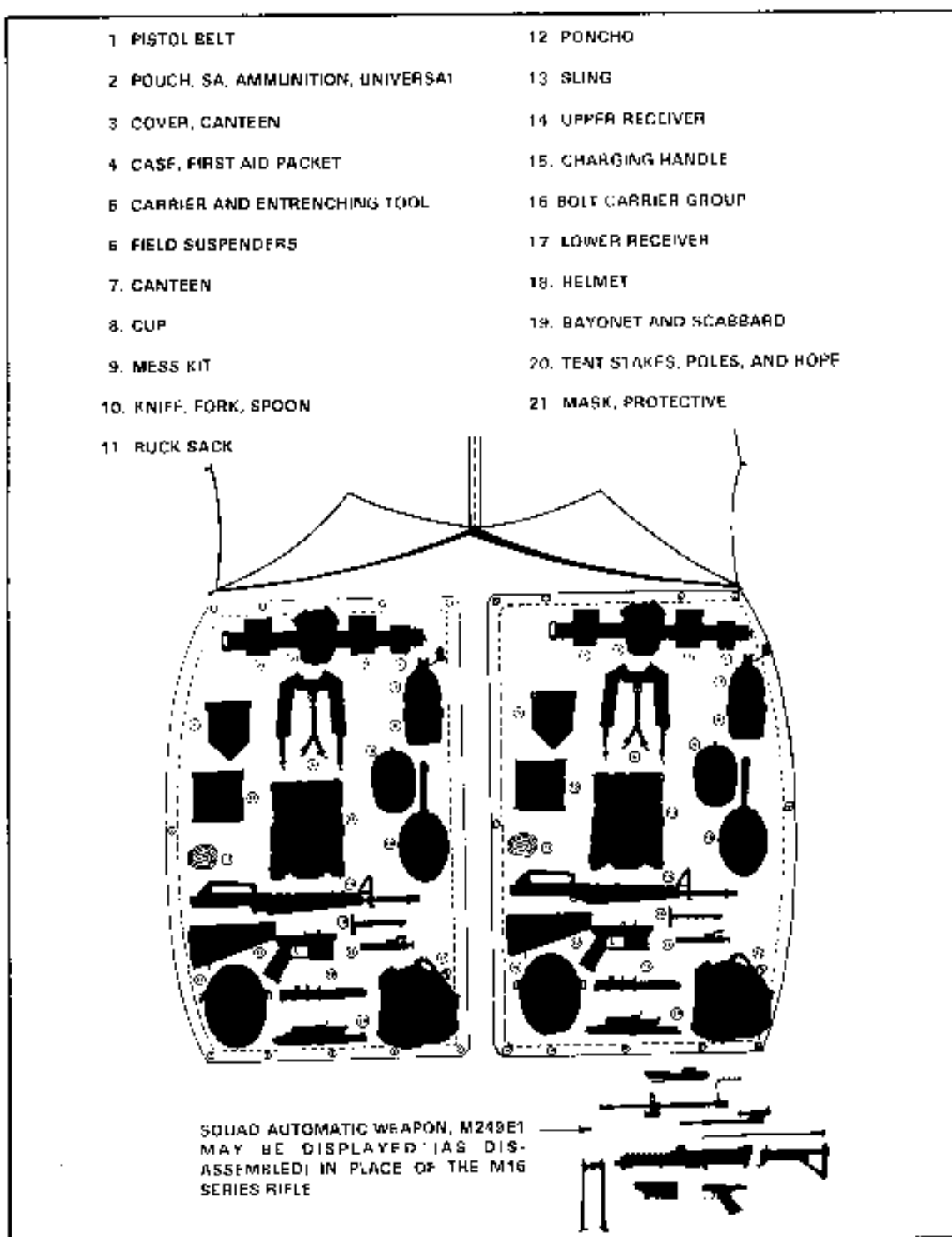


Figure 7-5 — Continued

NOTE: As soon as the platoon leader and company commander have *halted* in front of the first two men, the platoon leader commands **Second, third, and fourth squads, AT EASE**. When moving from man to man during the inspection, the company commander and platoon leader (executive officer and first sergeant) simultaneously *face* to the right in *marching*, take two *short steps* (one step if the company is at *close interval*), *halt*, and *face* to the left. After the company commander has inspected the last man in the front rank, the platoon leader hesitates momentarily and allows the company commander to precede him as he inspects the front rank from the rear. As the company commander begins to inspect the rear of each rank, the platoon leader commands the next squad to **ATTENTION**. As they begin to inspect the next rank, the platoon leader commands the last rank inspected to stand **AT EASE**. Normally, when inspecting the rear of each rank, the company commander conducts a walking inspection. As the company commander inspects the rear of the last man in each rank, he *turns* and *halts* directly in front of the squad leader of the next rank. The platoon leader *turns* and *halts* directly in front of the second man. The executive officer and first sergeant *march* past (behind) the company commander and assume their positions to his left.

c. As the company commander *halts* and is directly in front of and *facing* the individual being inspected, the individual executes *inspection arms*. If the company commander wants to inspect the individual's weapon, he will inspect the weapon first, then the individual's uniform and appearance. As soon as the company commander grasps the weapon, the individual releases the weapon and resumes the position of *attention*. When the company commander has finished inspecting the weapon, he returns it in the same manner as it was received. The individual receives the weapon by grasping the center of the handguard just forward of the sling with the left hand and the small of the stock with the right hand. He then executes *ready, port arms; order, arms*.

NOTE: In the event the company commander does not want to inspect the weapon, the individual remains at *inspection arms* until the company commander has *halted* in front of and is *facing* the next man. The individual then execute *ready, port, arms*, and *order, arms*. As the company commander moves to the rear of the rank being inspected, each man, as the commander approaches, unfastens the snap of his scabbard, grasps the point of the scabbard with the left hand, and moves the point slightly forward. The scabbard is held in position until the bayonet has been replaced or, if the bayonet is not inspected, until the company commander has moved to the next man. At that time, the securing straps are fastened and the position of *attention* is resumed.

d. The correct method of manipulating a rifle for inspection is as follows:

(1) When receiving the rifle from the inspected individual, reach forward and grasp the rifle at the upper portion of the handguard with the right hand. Lower the rifle diagonally to the left, twist the rifle slightly, insert the tip of the little finger of the left hand into the ejection port (do not twist the rifle but insert the thumb into the receiver of the M16 series rifle), and look into the barrel. The finger reflects sufficient light for the inspection of the barrel.

(2) Grasp the small of the stock with the left hand and raise the rifle to a horizontal position (sights up) with the muzzle to the right. The rifle is centered on the body with the forearms horizontal and the palms up. Move the rifle horizontally to the left and inspect the upper portion of the rifle beginning with the flash suppressor. Move the rifle slowly to the right inspecting the butt. Return the rifle to the center of the body.

(3) Keeping the rifle horizontal, rotate it 180 degrees (sights toward the body) so that the sights point toward the marching surface. Move the rifle horizontally to the left and inspect the muzzle. Move the

rifle slowly to the right and inspect the butt. When moving the rifle across the body, twist the rifle as necessary and inspect the movable parts on the sides of the receiver. Having completed the inspection of the lower parts of the rifle, return it to the center of the body.

(4) Keeping the rifle horizontal, rotate the rifle 180 degrees (sights away from the body) so that the sights are up. Release the left hand and return the rifle in the same manner as received.

(5) When inspecting a weapon other than a rifle, the inspecting officer receives the weapon with his right hand and inspects it in the most convenient manner. Having completed the inspection, the weapon is returned with the right hand in the same manner as received.

e. When the company commander has completed the inspection of the platoon sergeant, the platoon leader commands the platoon to **ATTENTION** and overtakes the company commander en route back to the front of the platoon. The platoon leader *halts facing* to the front (six steps in front and centered on his platoon) and exchanges *salutes* with the company commander. The company commander (executive officer and first sergeant) *faces* to the right in *marching* and moves to the next platoon. As soon as the company commander has cleared the first platoon, the platoon leader *faces about*, commands **Close ranks, MARCH** and **AT EASE**, and then *faces about* and executes at ease. When the company commander has completed (exchanged salutes with the platoon leader) the inspection of the last platoon, he returns to his post at the center of the company and commands the company to **ATTENTION**. He then *dismisses* the company, as previously described.

f. When the company is inspected by an officer of a higher command, on the approach of the inspecting officer, the company commander commands **Company, ATTENTION**. He then *faces about, salutes*, and reports, "**Sir, The company is prepared for inspection.**" The inspection is conducted as previously described except that the company commander takes a position immediately to the left of the inspecting officer. The inspection is terminated by the company commander in the same manner prescribed for a platoon leader.

7-18. In-Quarters Inspection (Stand By)

a. When the company commander wants to conduct an in-quarters inspection, the members are positioned on line with their equipment or as near it as possible. The platoon leader positions himself in the path of the inspecting officer at a point near his area of responsibility. At the approach of the inspecting officer, the platoon leader commands **Platoon, ATTENTION, salutes**, and reports, "**Sir, The platoon is prepared for inspection.**"

NOTE: When the situation dictates, the platoon leader may report to the inspecting officer outside of the quarters. A designated individual commands the members to **ATTENTION** as the inspecting officer enters the quarters (bay).

b. The platoon leader then guides the inspecting officer along a route dictated by the physical arrangement of the personnel and equipment. Upon entering the quarters (bay), the inspecting officer commands **AT**

EASE. As the inspecting officer approaches each individual or his equipment, the individual automatically assumes the position of *attention*. When the inspecting officer has moved to the next man, the last man inspected resumes the position of *at ease*. As the inspecting officer begins to exit the quarters (bay), after completing the inspection, **ATTENTION** is commanded. The platoon leader and inspecting officer exchange *salutes*.

NOTE: When inspecting soldiers' rooms, *attention* is not commanded. The individuals automatically assume the position of *attention* as the inspector enters the room. The inspector then commands **AT EASE**. As the inspector approaches each soldier, the soldier assumes the position of *attention* and resumes *at ease* after he has been inspected.

Student Handout 2

**This Student
Handout
Contains**

The following extract consisting of 21 pages, downloaded from the Army Training Digital Library, from FM 22-5, Drill and Ceremonies, dated December 1986, Chapter 9 and Appendix B.

CHAPTER 9 Ceremonies

REVIEWS

9-1. General

- a. Reviews can be traced to the Middle Ages when rulers, as a way of showing their strength, were likely to have military ceremonies.
- b. In the American Army, reviews were originally outlined in Baron Friedrich von Steuben's Blue Book and practiced by revolutionary soldiers. A review consisted of four stages: a formation of troops, presentation and honors, inspection, and a march in review. Today's reviews have incorporated three additional stages: honors to the nation, remarks, and a conclusion. The presence of the band represents the significant role that the drum, fife, and other musical instruments have played throughout military history for signaling in camp or on the battlefield. The presence of the Colors at the center of the formation represents their presence at the forefront of the unit during the heat of battle.
- c. At the beginning of the 17th century, armies throughout the world were adopting the regimental system. Regiments were assigned a specific color or number for ease of identification and position on the battlefield. In battle, the color (or flag) party marched at the front and center of its unit as a point for the unit to dress on. By leading the unit in battle, the colors became prime targets, as victories in those days were expressed in terms of the number of enemy colors captured; consequently, the color party bore the brunt of the battle and suffered heavy casualties. Historically, in the American Army, the Colors have been placed in the center of the formation and have been considered to be a part of the company on the immediate right of the Colors. This company is still called the Color unit.
 - (1) In infantry regulations of 1812, the line up of companies from right to left was determined by the seniority of the company commander, with the senior on the right. The manual for US infantry tactics in 1862 placed the senior commander on the right and the second senior on the left with the other eight companies in between. After they were lined up, the companies were then numbered first through tenth from right to left. In the infantry drill regulations of 1892, companies continued to be aligned by seniority. Between 1910 and 1970, companies were designated by letters of the alphabet and lined up from right to left: headquarters company, rifle companies in alphabetical order, then any combat support companies. The Colors, however, remained posted in the center of the formation.
 - (2) Musical elements (usually drums and fifes, and sometimes a band) were used during actual battle and marched 12 to 15 paces to the rear of the formation. By 1892, the infantry drill regulations posted bands and field music on the right of the formation or at the head of the formation when it moved in column.
- d. Honors appear to have originated as musical fanfare and later a gun salute was added. The combination of the two now constitute military honors.
 - (1) The custom of announcing the arrival of royalty and heads of state with a fanfare of trumpets or drum rolls had its origin in England. It is ironic that drum *ruffles* and the two-note bugle call *flourishes*, used in this manner today, have all but disappeared in the British Commonwealth while the tradition is still carried on in the United States.
 - (2) The colonists brought many of the military customs of their mother country with them when they came to America. At the time of the French-Indian Wars, soldiers were instructed to "rest (present arms) and beat two ruffles" for the Royal Governor of Virginia. In 1776, officers of the Continental Army were advised that "the adjutant is to order a drum and fife to give two ruffles to a major general and one to a brigadier."
 - (3) When Baron von Steuben wrote his manual of discipline, he stated that there were to be "certain ruffles" for generals. It is interesting to note that General George Washington was not accorded ruffles. Instead, his arrival was announced by a march--more than likely "Washington's March"--that is still played today. In time, this custom was extended to include governors of sovereign states and visiting foreign dignitaries.
 - (4) Ruffles were not considered elegant and were used exclusively by the military. In some cases they were even accorded to the officer of the day.
 - (5) It was some time before trumpets were added to the drum rolls; it is believed they were so used during the War of 1812. Honors for dignitaries were modified to include a flourish of trumpets called

the "Three Cheers." It is likely that this particular salute evolved into the ruffles and flourishes as they are played today.

(6) Navy records indicate that the regulations of 1876 stipulated there would be a ruffle of drums to announce the President's arrival but made no mention of the trumpet flourishes. A later regulation (1893) stated that the chief executive would receive four ruffles and flourishes.

(7) Gun salutes may be traced back to a period when it took a long time to reload guns. By firing all of its guns at once, the battery or fort was left defenseless. The number of guns fired as a salute to honor a US President was not established until 1841. Prior to that, presidential honors included one gun for every state. It reached at least 24 guns before it was decided that any more guns would be unrealistic and the number of 21 was adopted in 1841. In 1875, the United States adopted 21 guns for the international salute and that number is currently used as honors for all dignitaries of rank equivalent to the President.

9-2 Types of Reviews

a. A review is a military ceremony used to:

- (1) Honor a visiting, high-ranking commander, official, or dignitary, and/or permit them to observe the state of training of a command.
- (2) Present decorations and awards.
- (3) Honor or recognize unit or individual achievements.
- (4) Commemorate events.

b. Normally, a review is conducted with a battalion or larger troop unit; however, a composite or representative element consisting of two or more platoons may serve the same purpose. A review consists of the following steps in sequence:

- (1) Formation of troops.
- (2) Presentation of command and honors (although primarily a characteristic of a Parade, "sound off" may be included here to enhance the ceremony).
- (3) Inspection.
- (4) Honors to the nation.
- (5) Remarks.
- (6) March in review.
- (7) Conclusion.

NOTE: The inspection stage may be omitted for decorations, awards, or individual recognition ceremonies.

c. Other ceremonial activities, or combinations thereof, that may be incorporated within the framework of a review are:

- (1) Review with decorations, awards, and individual retirement.
- (2) Review with change of command, activation, or inactivation of units.
- (3) Review with retreat.
- (4) Review with retreat and retirement, decorations, and awards.
- (5) Review with retreat and change of command, activation, or inactivation of units.

d. In order that he may review his own command or accompany a visiting reviewing officer, a commander normally designates an officer of his command as commander of troops. The commander of troops is responsible for the preparation of the troops for the review.

e. The ready line and final line on which the units are to form and the route of march are marked or designated before beginning the ceremony ([Figure 9-1](#)). The primary function of the ready line is to enable the unit commander to arrange his unit into the prescribed formation before movement to the final line. The ready line is to the rear of the final line. Flags or appropriate markings are used to designate the post of the reviewing officer and the points where *eyes*, *right* and *ready*, *front* are to be commanded (6 steps to the reviewing officer's right and left and from 6 to 20 steps in front of the reviewing officer).

Commanders should determine the length of their formation (steps) so that they know how far beyond the ready front marker (6 steps beyond the reviewing officer) they command *ready*, *front*. This ensures that the last members of their unit are 6 steps beyond the reviewing officer when the command is given. The command **Eyes** is given as the right foot strikes the marching surface, and the command of execution

RIGHT is given the next time the right foot strikes the marching surface. The commands **Ready** and **FRONT** are given as the left foot strikes the marching surface.

f. Any of the formations described for the battalion or brigade may be used; however, the two recommended formations for conducting reviews are:

- (1) Battalion in line with companies in mass ([Figure 9-2](#)).
- (2) Brigade in line with battalions in mass ([Figures 9-3](#), 8-3).

NOTE: When desired or more appropriate, commands may be substituted for directives.

g. The formation selected is determined by space available and other desires of the commander. Commanders may alter the formation or prescribed distances to meet local situations. Each unit should be sized uniformly with the tallest men in front and on the right. Commanders should not cause the leaders to change positions because of their size. Officers and key noncommissioned officers, including squad leaders and others equivalent by virtue of their rank and time in service, should participate in their deserved positions of dignity.

h. If possible, the reviewing officer should arrive at his post ([Figure 9-4](#)) after the staff of the commander of troops has reversed and the commander of troops has *faced* the reviewing stand. Upon arrival, the reviewing officer should immediately take his post and refrain from greeting distinguished spectators until after the review has terminated.

NOTE: In battalion mass formation, the platoon leaders form as the first rank of troops. The right flank platoon leader serves as the guide.

i. The reviewing officer, host or host commander, and distinguished persons invited to attend the review (but not themselves receiving the review), take positions *facing* the troops ([Figure 9-4](#)).

j. When a ceremony is conducted for an individual junior in rank to the host or host commander, the junior takes a position to the left of the host or host commander unless the commander yields the post of honor to him. In all cases, the honor position is the position on the right and is the reviewing officer's post. The host or host commander gives the appropriate directive, **PRESENT THE COMMAND** and **PASS IN REVIEW**, during the conduct of the review.

k. When a civilian or foreign dignitary receives the review, he takes the honor position to the right of the host. The host or host commander returns all *salutes* when, in his judgment, it would be more appropriate. As a courtesy, the host or host commander should cue the dignitary and inconspicuously explain the procedures during the conduct of the ceremony. The position in which the flags are displayed at the rear of the reviewing party corresponds to the position taken by the individual in the front rank of the reviewing party.

l. When a ceremony is conducted honoring a foreign official or dignitary entitled to honors, equivalent honors (*salutes*) are rendered in the manner prescribed in AR 600-25.

NOTE: If the honors of the dignitary include his or her nation's anthem, the honors are played in the following order: four ruffles and flourishes, the foreign anthem, an approximate 3-second drum roll, and the US National Anthem.

m. When the ceremony includes decorations, awards, or retirements, the host or host commander should be senior in rank or position to the highest ranking individual being honored.

n. An officer from the local staff is designated to escort and brief members of the reviewing party and to show them their positions.

o. Since all situations or eventualities relative to various services or units (military academies, special honor guard, active Army units, reserve components, Reserve, Officer Training Corps, and training centers) cannot be foreseen, commanders may make minor changes to stated procedures. However, with a view toward preserving Army tradition and maintaining consistency, they should not alter or modify the sequence of events other than stated.

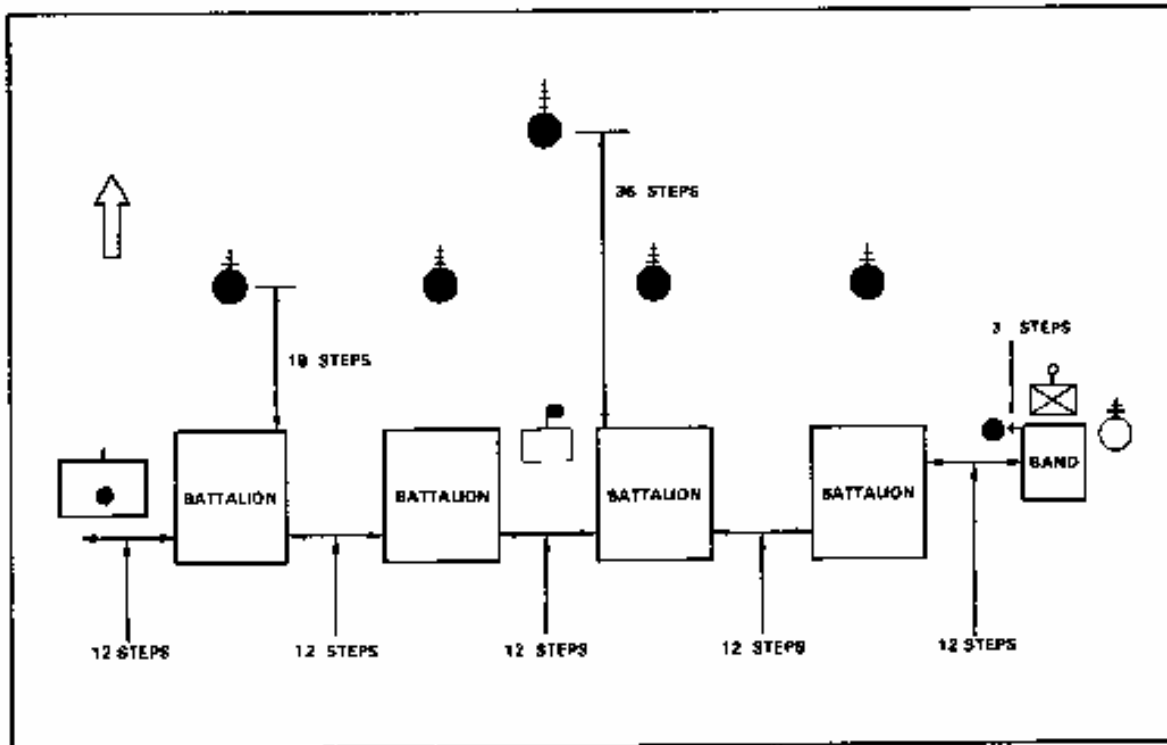


Figure 9-3. Brigade in Line with Battalions in Mass

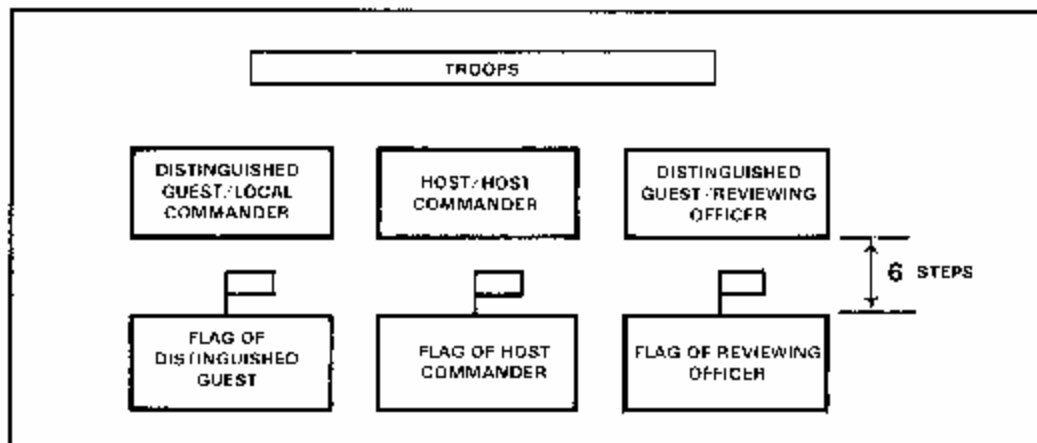


Figure 9-4. Reviewing Party

9-3. Sequence of Events and Individual Actions

a. Formation of Troops.

(1) Units are moved to their positions on the ready line in the most convenient manner. For a large review, the commander of troops prescribes the routes, sequence, and time of arrival on the ready line.

NOTE: If the ready line is not used, the units form on the final line. They are aligned and given the command **Parade, REST**. To alert the units that the ceremony is to begin, the adjutant (from his position near the band) directs **SOUND ATTENTION**. The band immediately sounds *attention*. Unit commanders immediately *face about* and command their units (in sequence from right to left) to **ATTENTION** and then face about. When the last unit is at *attention*, the adjutant directs **SOUND ADJUTANT'S CALL**. The band immediately sounds *adjutant's call*. The adjutant then moves to his post midway between the line of troops and the designated post of the

commander of troops and *faces* the commander of troops. When the adjutant has *halted* at his post, the commander of troops *marches* his staff to their post midway between the line of troops and the reviewing officer's post. The ceremony then continues as prescribed in this paragraph.

(2) In motorized and mechanized units, occupants of vehicles form dismounted in a formation corresponding to that of the other units. Their vehicles remain to the rear of the formation.

(3) The band takes its position on the final line 12 steps to the right of the right flank unit's marker. The adjutant's initial post is three steps to the left of the band. After verification that all units are positioned on the ready line, the adjutant *faces* down the final line and over his right shoulder directs the band to **SOUND ATTENTION**.

(4) The band sounds *attention*, pauses, and waits for the directive to **SOUND ADJUTANT'S CALL**.

(5) Upon hearing *attention*, unit commanders *face about*, bring their units to *attention* and *right shoulder arms*, when appropriate, and *face* to the front. (Supplementary commands are not given in mass formations.)

(6) When all units are at *attention*, the adjutant directs **SOUND ADJUTANT'S CALL**.

(7) The band sounds *adjutant's call*, and (without pause) begins playing a march. It continues until the last unit *halts* on the final line.

(8) Immediately after *adjutant's call*, the following events take place simultaneously:

(a) All unit commanders immediately command **GUIDE ON LINE**. The guide of each unit *double times* (*port arms*, unless weapons are to be carried at *sling arms*) to his position on the final line of markers, *halts* with his right foot on the marker, executes *order arms*, and then *faces* (to the right) the adjutant.

(b) The adjutant aligns the guides (if necessary) and immediately *marches* to a position centered on the command and halfway between the post of the commander of troops and the final line. He *halts* and *faces* to the left, *facing* the line of troops.

(c) As soon as the guides are on line, the unit commanders (in sequence from right to left) command **Forward, MARCH**. As they approach the positions of the guides, commanders command **Mark time, MARCH** so that the rank of squad leaders begins to *mark time* and is on line with the left shoulder of the guide. The commander allows the unit to *mark time* for about eight counts and then commands **Company (Battalion), HALT**. On the command of execution **HALT**, the guide executes *left face*, which places his right foot on the marker. If the unit is at *right shoulder arms*, the unit commanders command **Order, ARMS**. The unit is then aligned by the command **At close interval, Dress right, DRESS**. At the command of execution **DRESS**, the platoon leader of the right platoon moves by the most direct route to the right flank and verifies the alignment of as many ranks as necessary to ensure proper alignment. When he has completed verification, he returns to a position directly in front of his third squad leader, *halts* parallel to the formation, and *faces* to the right. Other platoon leaders, on the command of execution **DRESS**, position themselves directly in line with their third squad by executing one (15-inch) step to the right. The commander then commands **Ready, FRONT** and, immediately, **Parade, REST**. He *faces about* and assumes *parade rest*. For larger reviews, the command **AT EAST** may be substituted for **PARADE REST** throughout the ceremony.

NOTE: If a ceremony is conducted with a company formed in line with platoons in column, the commands **COVER** and **RECOVER** are given to align the platoons.

(9) When all units are on the final line and are at *parade rest*, the adjutant directs **BRING YOUR UNITS TO ATTENTION**.

(10) Unit commanders *face about* and (in sequence starting with the right flank unit) command **Company (Battalion), ATTENTION**. For larger formations, the commands may start with the center or right center unit, working toward both flanks. The unit commander then *faces about*.

(11) When all units are at *attention*, the adjutant *faces about*. That is the signal for the commander of troops and his staff to move from their positions near the reviewing stand to their posts midway between the line of troops and the reviewing stand and *face* the line of troops.

(12) When the commander of troops has *halted* at his post, the adjutant *faces about* and directs **BRING YOUR UNITS TO PRESENT ARMS**.

(13) Unit commanders *face about* and in sequence command **Present, ARMS**. They then *face about* and *salute*.

(14) After all units are at *present arms*, the adjutant *faces about*, *salutes*, and reports "**Sir, The command is formed.**"

(15) The commander of troops returns the *salute* of the adjutant and directs **TAKE YOUR POST**.

(The members of the staff do not *salute*.) The adjutant takes his post by *facing* to the half left in *marching*, *marches* forward, *halts* at *normal interval* to the right of the right flank staff member, and *faces about*. When the adjutant is in position, the commander of troops directs **BRING YOUR UNITS TO ORDER ARMS**. Unit commanders terminate their *salutes*; *face about*; command **Order, ARMS**; and then *face about*. When all units are at *order arms*, the left flank staff officer commands **Right, Face; Forward, MARCH; Column left, MARCH; Column left, MARCH; Staff HALT**; and **Left, FACE**. At that time, the staff should be centered on, and two steps in front of, the commander of troops (Figure 9-5).

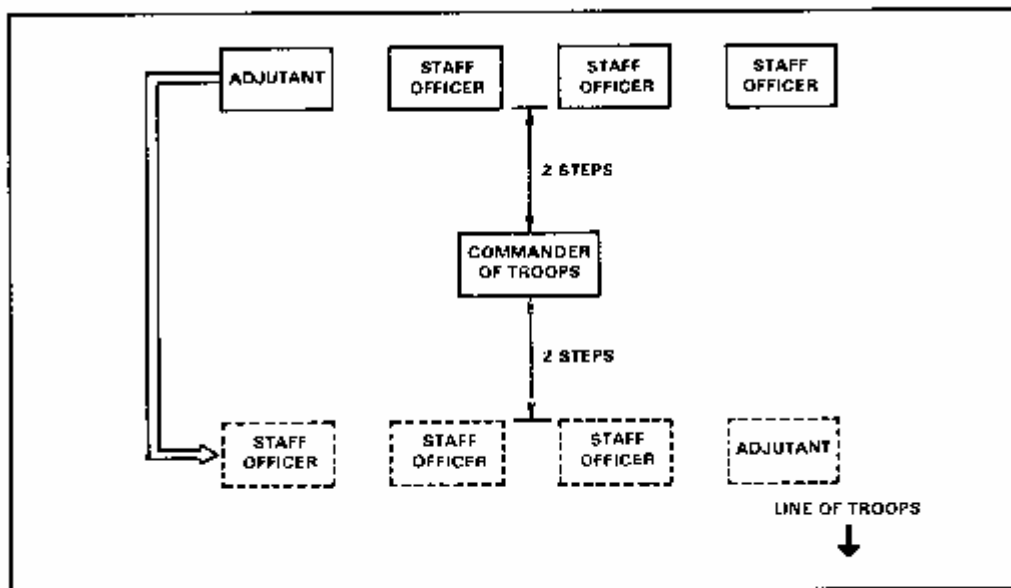


Figure 9-5. Movement of the Staff to the Rear of the Commander of Troops

(16) When the units have completed *order arms* and the staff has reversed, the commander of troops then *faces* the reviewing stand and waits for the reviewing officer to take his post. If, for some reason, the reviewing officer has been delayed, or if a delay is prearranged, the commander of troops directs the units to **Parade, REST** and then directs them to **ATTENTION** before the reviewing officer's arrival.

b. Presentation and Honors.

(1) When the reviewing officer has *halted* at his post, the commander of troops *faces about* and directs **BRING YOUR UNITS TO PRESENT ARMS**. Unit commanders *face about*; command **Present, ARMS**; *face* to the front; and *salute*. When the units have completed this movement, the commander of troops *faces about* and commands his staff and himself to **Present, ARMS**.

NOTES:

1. If the reviewing officer is entitled to honors (AR 600-25), the commander of troops should verify that the salute battery (executive officer's right arm is raised) and the band (band master's arms are at the ready-play position) are prepared to render honors before he *faces* the reviewing officer. The *salute* of the commander of troops is the signal for the band and salute battery to render honors, The reviewing party, and all military personnel within sight or hearing, *salute* on the first note of the music and terminate their *salute* when honors have been completed.
2. If the reviewing officer is not entitled to honors, only the reviewing officer returns the *salute* of the commander of troops.
3. During a review, *salutes* (honors) are directed to the reviewing officer's post. In some reviews, it is appropriate for a person (colonel) not entitled honors to participate as the reviewing officer, and a person (general) entitled honors to participate as host or distinguished guest. In that situation, honors (ruffles and flourishes and *cannon salute*) are not appropriate.

(2) Upon completion of the presentation and/or honors, the commander of troops commands his staff to **Order, ARMS**; *faces about*; and directs **BRING YOUR UNITS TO ORDER ARMS AND PARADE REST**.

(3) Unit commanders terminate their *salutes*, *face about*, and command **Order, ARMS** and **Parade, REST**. They then *face* to the front and execute *parade rest*.

(4) When all troops are at *parade rest*, the commander of troops *faces about*. He and his staff remain at *attention*.

NOTE: When scheduled, retreat is integrated into the review at this point, Procedures are outlined in [paragraph 9-6](#).

c. Inspection.

NOTE: The inspection may be omitted for decorations, awards, or retirement ceremonies. If the inspection is omitted, the ceremony continues ([paragraph 9-4](#)) immediately following the presentation and/or honors, or following retreat, if it is scheduled.

(1) When the commander of troops has *faced* the reviewing stand, the reviewing officer and the host or host commander moves forward and *halts* 3 steps in front of the commander of troops. Staffs, aides-de-camp, flag bearers, and orderlies do not normally accompany the inspecting party.

(2) The commander of troops *salutes* and reports "**Sir, The command is prepared for inspection.**" The band begins to play marching music on the *salute* of the commander of troops and continues to play until the reviewing officer has returned to his post.

(3) The commander of troops guides the reviewing party to the right flank of the band. The commander of troops and the host or host commander *march* to the right of the reviewing officer. Whether *marching* or riding, the reviewing party passes between the line of brigade commanders and staffs, battalion commanders, and company commanders in division or similar-size reviews. In reviews for a battalion, or units of similar size, the inspecting party passes between the front rank of troops and the line of company commanders, or they pass immediately in front of the platoon leaders when companies are in a line formation.

(4) When the inspection is made by motor vehicle, the reviewing party enters the vehicle in front of the reviewing stand. The reviewing officer enters first and occupies the left rear position. The host or host commander occupies the right rear position. The vehicle, approaching from the left of the commander of troops, proceeds to the post of the commander of troops and stops. The commander of troops *salutes*, reports, and enters the vehicle, occupying the right front position.

(5) Upon the departure of the reviewing party, the senior staff officer commands the staff to **Parade, REST**. After the inspection has been completed, the senior staff officer commands **Staff, ATTENTION** before the return of the commander of troops.

(6) When the reviewing party approaches the right flank of each unit, the unit commander *faces about* and commands **Company, ATTENTION**. He then *faces* to the front and over his right shoulder commands **Eyes, RIGHT**. On the command **Eyes, RIGHT**, the company commander, executive officer, and platoon leaders execute *eyes right* and *salute*. The guidon bearers execute *eyes right* and *present guidons*.

NOTES:

1. Platoon leaders give the command **Eyes, RIGHT** and *salute* when the company is in a line formation. The company commander faces his unit, but neither he nor his guidon bearer *salute*.

2. When in battalion mass formations, the battalion commander *faces about* and commands **Battalion, ATTENTION** and **Eyes, RIGHT**, but neither he nor his staff *salute* or execute *eyes right*. The unit commanders, executive officers, platoon leaders, and guidon bearers *salute*. The battalion commander remains *facing* his unit, until the reviewing officer has passed the left front of his unit, at which time he commands **Order, ARMS** and **Parade, REST**. He then commands his staff to **Parade REST** but remains *facing* his unit.

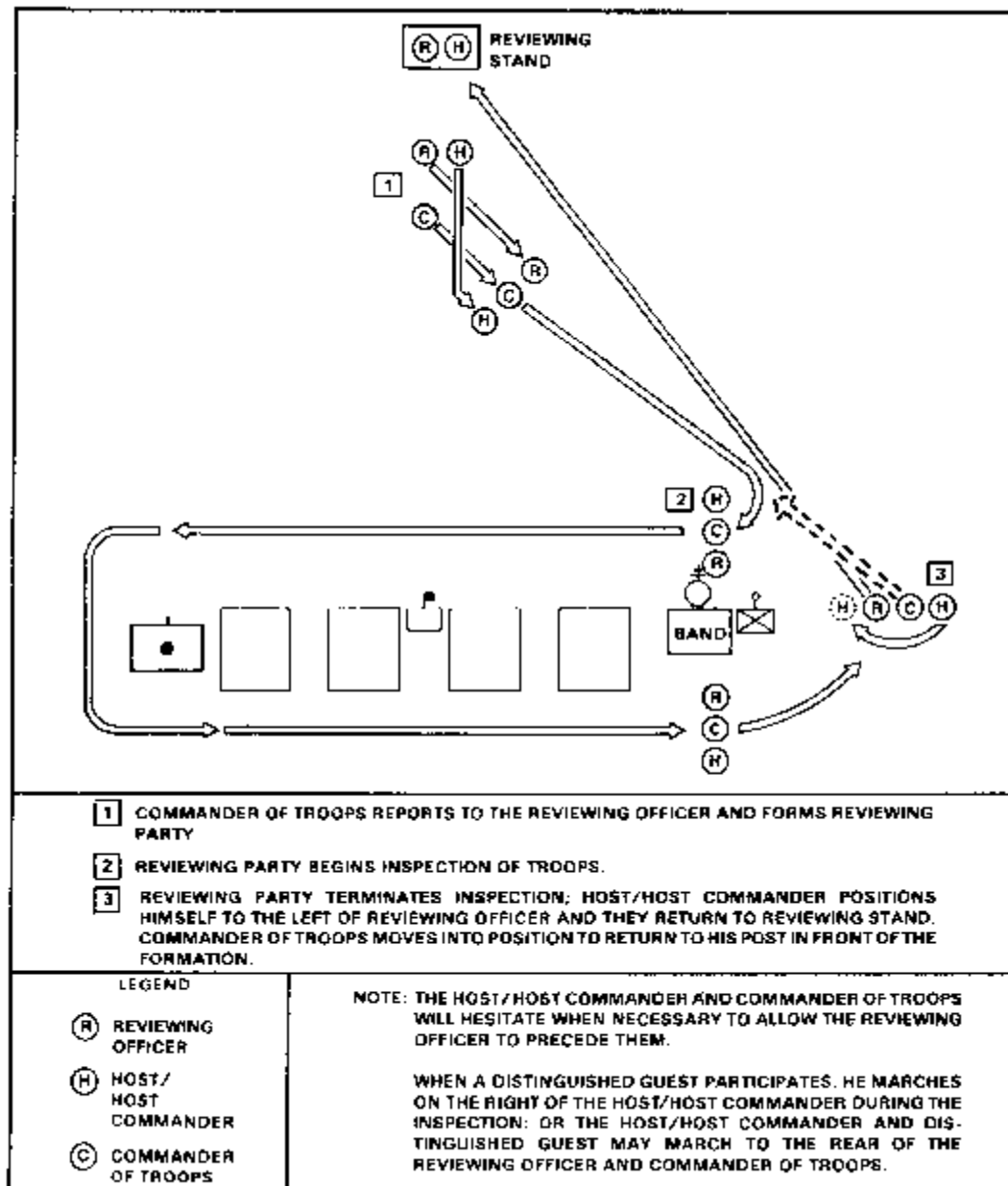


Figure 9-6. Movement of the Reviewing Party

Each soldier turns his head to the right and, as the reviewing officer comes into his line of vision, each soldier follows the officer with his head and eyes, until the reviewing officer reaches the front. At that point, the head and eyes of each soldier remain to the front. As soon as the reviewing officer has cleared the unit, the commander commands **Order, ARMS**. He then *faces about* and commands **Parade, REST**, assumes the position himself, and remains *facing* his unit. The left flank unit remains at *attention* until the reviewing party has cleared the right rear of the unit. Other commanders remain *facing* to the rear and command their units to **ATTENTION** as the party passes to the rear of their units. They then command **Parade, REST**, *face* to the front, and assume *parade rest*.

(7) As the reviewing party approaches the Colors, the commander of troops inconspicuously commands **Present, ARMS** (six steps from the Colors) and **Order, ARMS** (six steps beyond the Colors). They do not *salute* when passing to the rear of the Colors. The Color guard and bearers execute *eyes right*. The organizational color dips (*salutes*).

(8) After passing in front of the troops (to include the salute battery), the inspection continues along the rear of the troops and terminates at the right flank of the band. The commander of troops commands **Party, HALT. The bandmaster has the band play softly until the reviewing party members begin marching back to their posts. The commander of troops faces to the half left in marching, takes two steps, halts, and faces about. The host or host commander repositions himself to the left of the reviewing officer. When the host or host commander is in position, the commander of troops and the reviewing officer exchange salutes. Upon termination of the salutes, the reviewing officer and host or host commander immediately face to the half left in marching and return to their posts. The commander of troops hesitates momentarily and then faces to the right in marching and returns to his post (Figure 9-6).**

NOTE: Other ceremonial activities may be integrated into the review at this point. The sequence of events and actions of individuals are discussed in [paragraphs 9-4](#) and [9-5](#).

d. Honors to the Nation.

(1) When the reviewing party members have returned to their posts, the commander of troops *faces about* and directs **BRING YOUR UNITS TO ATTENTION AND PRESENT ARMS. Unit commanders face about and command Company (Battalion), ATTENTION and Present, ARMS.** Each commander then *faces about* and *salutes*. When all units have completed these movements, the commander of troops *faces about* and commands *Present, ARMS* for himself and his staff. On the execution of the *hand salute* by the commander of troops, the band begins to play the National Anthem.

(2) The reviewing party and all military spectators *salute* while the National Anthem is being played (Appendix E).

(3) Upon completion of the National Anthem, the commander of troops and staff terminate their *salutes* on his command. He then *faces about* and directs **BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.**

(4) Unit commanders terminate their *salutes*; *face about*; command *Order, ARMS and Parade, REST*; *face about*; and execute *parade rest*.

(5) When the last unit has executed the directive, the commander of troops *faces about* and commands his staff and himself to *Parade, REST*.

e. Remarks. After the commander of troops and his staff have assumed *parade rest*, the reviewing officer, the host or host commander, or the distinguished guest may address the command.

f. March in Review.

(1) Upon completion of the remarks, the commander of troops commands his staff to **ATTENTION**, *faces about*, and directs **BRING YOUR UNITS TO ATTENTION**. Unit commanders *face about* and command *Company (Battalion), ATTENTION* and *face* back to the front. When the units are at *attention*, the commander of troops *faces* the reviewing officer.

(2) When the commander of troops has *faced* the reviewing officer, the host or host commander directs **PASS IN REVIEW**.

(3) The commander of troops *faces about* and directs **PASS IN REVIEW**. The band is then *faced* to the right and *marched* to a position that enables it to move straight forward onto the line of march without an initial *turning* movement, *halts*, and *faces* to the left. The left turn marker should be positioned to minimize the movement of the band (Figure 9-7).

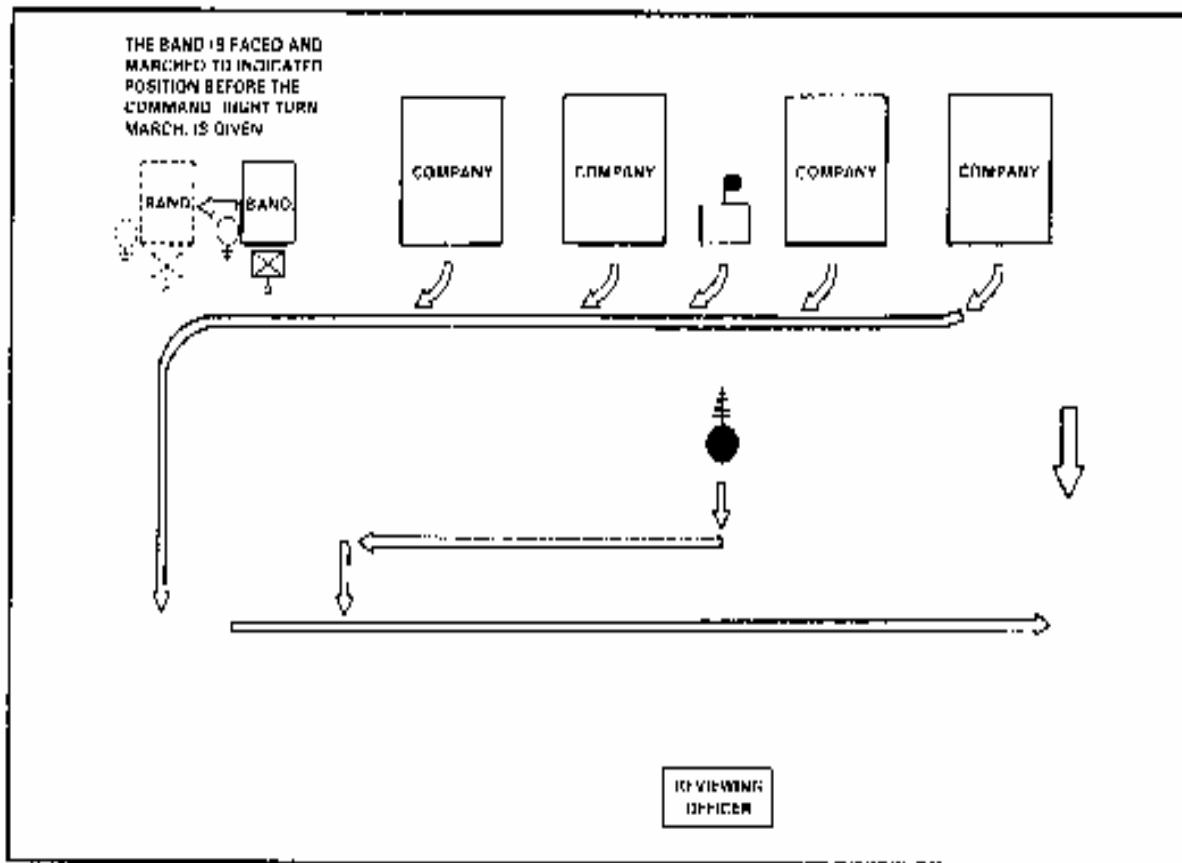


Figure 9-7. March in Review in Column with Units in Mass

- (4) Unit commanders *face* to the right when the commander of troops directs PASS IN REVIEW. If weapons are to be carried at *right shoulder arms*, the commander *faces about* and commands *Right shoulder, ARMS*. He then *faces* to the left. The commander next to the band waits until the band moves into position. He then commands *Right turn, MARCH* loud enough for the band to hear. The band takes this command as its signal to begin playing and to *march* forward onto the line of march.
- (5) Other units move out in procession in the same manner and follow in column at the prescribed distance (Figure 9-8). For larger reviews, commanders may command their units (in sequence) to *parade rest* while waiting their turn to move onto the line of march.

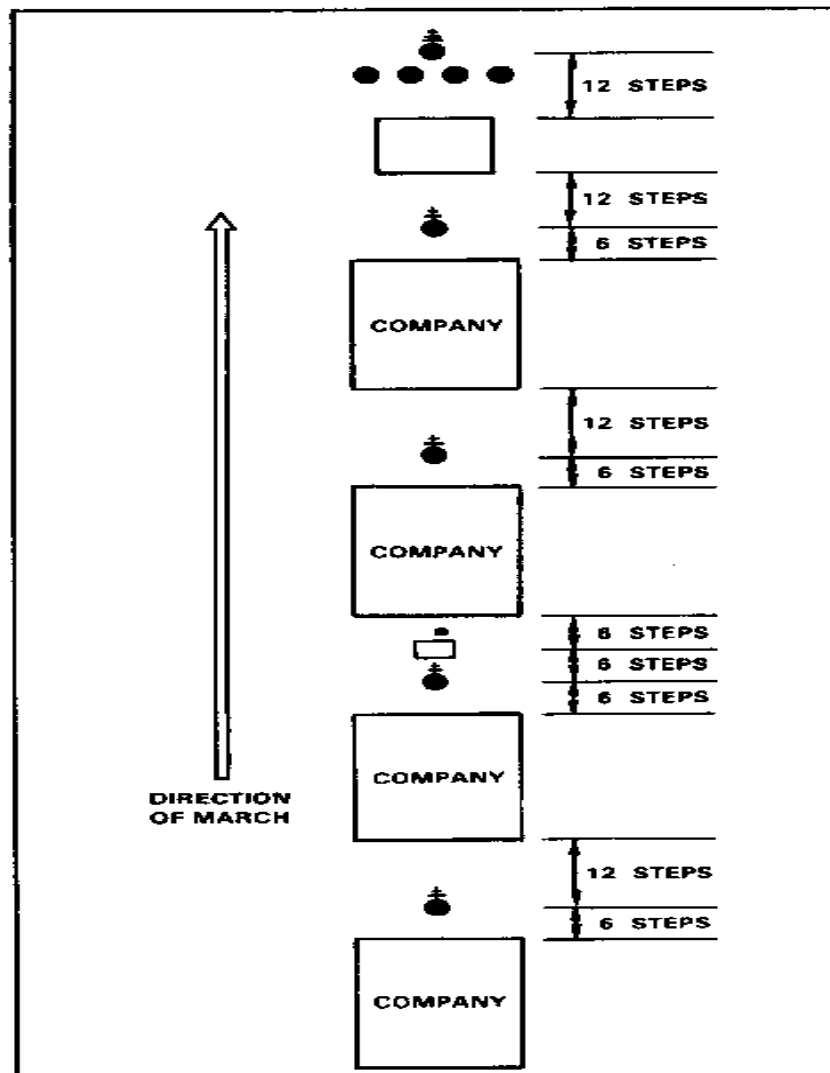


Figure 9-8. Battalion in Column with Companies in Mass

(6) The band and each following unit change direction at points indicated by markers. The commander commands, *Left turn*, MARCH. The commander *faces about* while *marching* as his unit is making the turn. When his unit has completed the turn, the commander commands, *Forward MARCH*, and *faces* back to the front.

(7) All commanders, except the commander of troops, move with their staff into positions in the column and at the head of their respective units just before turning onto the reviewing line ([Figure 9-9](#)).

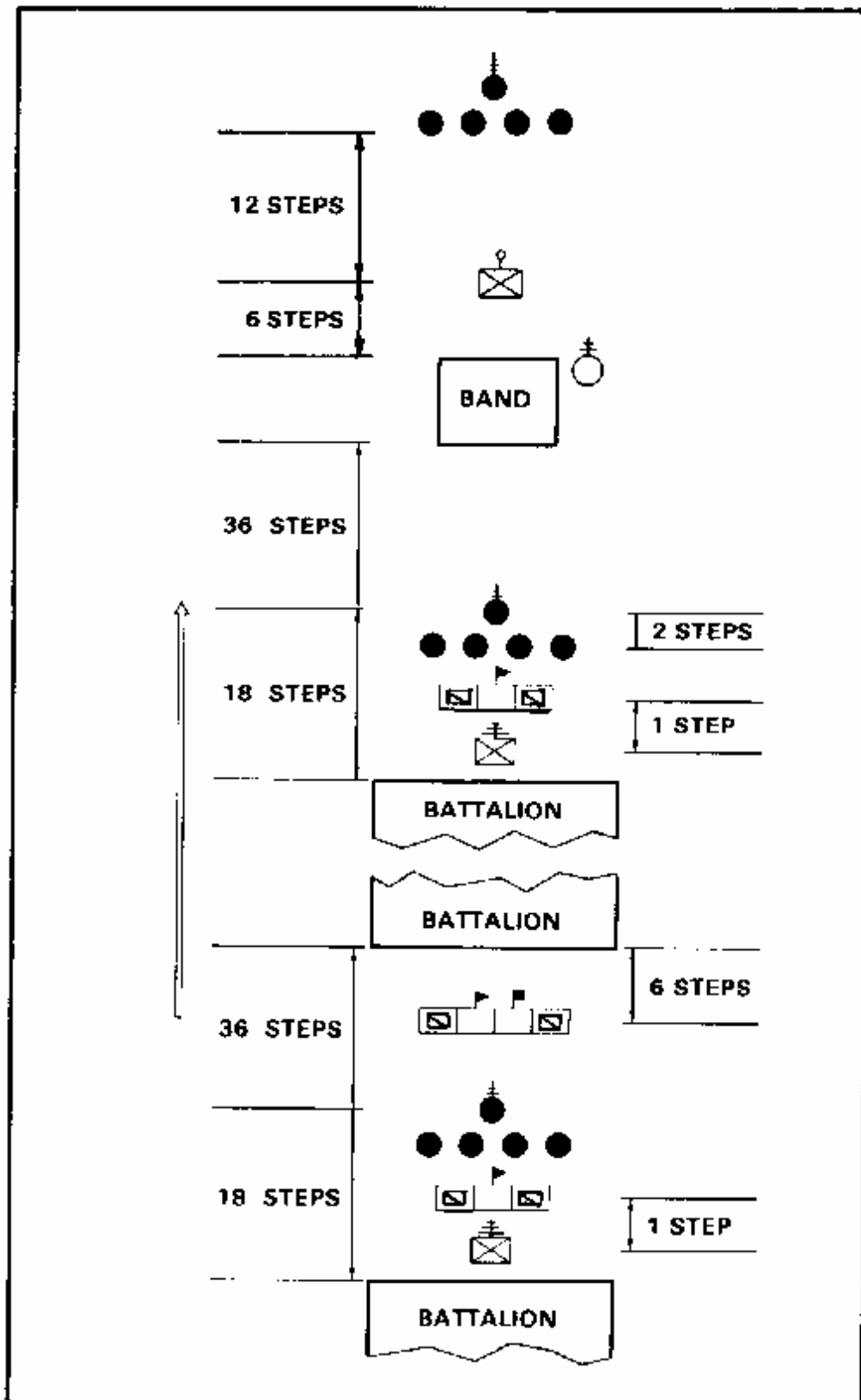


Figure 9-9. Brigade in Column with Battalions in Mass

(8) The commander of troops and his staff move forward and execute *turning* movements to arrive at a position 12 steps in front of the drum major on the reviewing line.

(9) On command, the commander of troops, the brigade and battalion commanders, their staffs, and the command sergeant major execute EYES RIGHT and *salute* at the *eyes right* marker. The commander commands *Ready*, FRONT and terminates the *salute* when their staffs have reached the *ready front* marker.

(10) The reviewing officer returns only the *salute* of the commander of troops. (The return of the *salute* by the reviewing officer represents the *salute* for all subordinate commanders. This enables the reviewing officer to observe the review without being interrupted by frequent *salutes*.) The reviewing officer, the host or host commander, their staffs, and military spectators *salute* the National Color when it passes.

(11) After terminating the *salute*, the commander of troops and his staff (without command) execute three *wheeling* movements and take their post with the commander of troops on line with and to the right of the reviewing officer.

(12) Troop units execute *eyes right* on command from their company commander or from the center company commander when in battalion mass. Commanders give the preparatory command *Eyes* over their right shoulder two steps from the marker as the right foot strikes the marching surface. The command of execution RIGHT is given when the right foot strikes the marching surface again and on line with the marker. On the preparatory command, the guidon bearer executes *raised guidon*. On the command of execution, the company commander, executive officer, and platoon leaders execute *eyes right* and the *hand salute*. The guidon bearer executes *eyes right* and *present guidon*. The right file continues to look straight forward and maintains correct distance. All other members execute *eyes right* and maintain alignment. When the rear of the unit has passed six steps beyond the reviewing officer, company commanders command *Ready* as the left foot strikes the marching surface and FRONT the next time the left foot strikes the marching surface. Unit personnel end their *salutes* and turn their heads and eyes to the front. The guidon bearer executes *raised guidon* on the command *Ready* and returns to the *carry* position on the command FRONT.

(13) When passing the reviewing officer, the bandmaster *salutes* and continues to look straight forward, and simultaneously the drum major executes *eyes right* and *salutes*. The other members of the band continue to play marching music without interruption. When the band has passed the reviewing officer, the drum major has the band execute three *left turns* into a position in front of and *facing* the reviewing officer and at least 12 steps from the left flank of the marching troops. As the Colors pass, the bandmaster and drum major *salute* while the band continues to play marching music without interruption.

(14) As the Color guard passes the reviewing officer, each member, except the right flank man, executes *eyes right* on the command of the senior Color sergeant. The organizational color is *dipped* in *salute*.

g. Conclusion.

(1) When the last troop element has passed the reviewing stand and has executed *ready front*, the band goes into an eight-bar drum cadence. On the first beat following the drum cadence, the band begins playing (in place) the official version of "The Army Goes Rolling Along," beginning at the introduction. At the appropriate time, the drum major has the band *march* forward and execute a *left turn* onto the reviewing line while continuing to play until the completion of the chorus.

NOTE: The band may play music representative of the command after the last troop element has passed the reviewing stand and before playing "The Army Goes Rolling Along."

(2) At the completion of the Army song, the commander of troops and the reviewing officer face each other and exchange salutes, thus officially terminating the ceremony.

(3) It is appropriate for spectators to rise and stand at *attention* while "The Army Goes Rolling Along" is being played.

9-4. Review with Decorations, Awards, and Individual Retirement (Sequence of Events)

NOTES:

1. If the inspection is omitted, the commander of troops (following *order arms* after the presentation and/or honor, or after "To the Color" is played) commands *Persons to be honored and colors center* (pause), MARCH. The ceremony then continues (as outlined in [paragraph 9-4c through o](#)).

2. The procedures mentioned provide latitude for recognition of one or a group of retirees of various grades. However, the host or host commander should consider it appropriate to have the review conducted in the retiree's honor when only one distinguished individual is retiring and allow that individual to participate as the reviewing officer. When the Colors *halt*, the reviewing officer (retiree) positions himself in front of and centered on the Colors *facing* the reviewing stand. After awards are presented by the host, the retiree returns to the reviewing officer's post. If there are several awardees and/or retirees, it may be desirable to have the host or host commander act as the reviewing officer. In such case, the following sequence will apply.

- a. The procedure for the formation of troops, presentation and honors, and inspection remain the same as previously mentioned.
- b. When the reviewing officer has completed the inspection and returned to his post, the commander of troops *faces about* and directs *Bring your units to attention*. Unit commanders *face about*, command *Company (Battalion)*, ATTENTION, and *face* back to the front. The commander of troops then commands (loud enough for the band to hear) *Persons to be honored and colors center* (pause), MARCH.
- c. On the command MARCH, the band begins to play marching music and continues to play until the detachment *halts* in front of the reviewing officer.
- d. The persons to be decorated and retirees are formed at the ready line at correct distance behind the last rank of the color unit. (An alternate position for these personnel may be six steps to the left and on line with the reviewing officer. They then join the detachment after the Colors are brought forward.) They line up from left to right according to the rank of the decoration to be received. Those persons receiving decorations of the same rank take positions according to their military grade. On the command CENTER, persons to be decorated execute *right face*. On the command MARCH, they *march* forward to clear the right rear of the unit to their front. They then execute *column left, march* six steps in front of the line of company commanders, execute *column left, halt* in a position centered on the Colors, and execute *right face*. The commands HALT and *Right, FACE* are given by the last man in the file.
- e. When unit colors or guidons are to be decorated, each is accompanied by its commander and positioned in a single rank five steps in front of the persons to be decorated according to the rank of decorations to be bestowed (the highest ranking decoration on the right). The senior staff officer (battalion) or platoon leader (company) assumes command in the absence of the commander.
- f. On the command MARCH, the Colors *march* forward seven steps and *halt* one step in front of the line of company commanders.
- g. The staff of the commander of troops, on the command CENTER, executes *right face*. On the command MARCH, the staff *marches* forward far enough to provide clearance for the Colors and persons to be honored. The staff then *halts* and executes *left face* on command of the rear staff officer.
- h. The commander of troops *marches* forward and takes his post five steps in front of and centered on the leading element. He *faces about* and commands *Forward*, MARCH. The commander of troops, persons to be honored, and Colors *march* forward. The commander of troops commands *Detachment, HALT* when he is about six steps from the reviewing officer. He then *salutes* and reports "*Sir, The persons and colors to be honored are present.*" The host/host commander returns the *salute* and directs PRESENT THE COMMAND.
- i. The commander of troops *faces* to the right in *marching*, passes around the right flank of the persons being honored, and proceeds directly to his post, two steps in front of and centered on his staff. He then directs BRING YOUR UNITS TO PRESENT ARMS. Unit commanders *face about* and command *Present, ARMS*. They then *face about* and execute the *hand salute*. The commander of troops then *faces about* and commands *Detachment present, ARMS*; he and his staff come to *present arms* with the detachment.
- j. Honors to the nation are rendered at that time. At the last note of the National Anthem, the commander of troops commands (for himself, his staff, and the detachment) *Detachment order, ARMS*. He then *faces about* and directs BRING YOUR UNITS TO ORDER ARMS AND PARADE REST. Unit commanders

terminate their *salutes*, *face about*, and command *Order*, ARMS and *Parade*, REST. They then *face* to the front and assume *parade rest*. The commander of troops *faces about* and commands *Parade*, REST; the commander of troops and his staff execute *parade rest*.

k. The reviewing officer advances by the most direct route to the right front of the line of persons to be honored. A command sergeant major or designated soldier carrying the awards or certificates positions himself ***one step to the rear and one 15-inch step to the left of the reviewing officer***. After the citation is read, the award bearer immediately steps forward and passes the award to the reviewing officer. After the award has been presented, the award bearer returns to his original position to the rear of the reviewing officer. The award bearer moves with the reviewing officer as he moves down the line of awardees. As soon as the reviewing party has *halted* in front of the first awardee, a narrator reads the citation. The narrator pauses between citations to permit the reviewing officer time to pin the medal on the person being decorated and move to the next man, or to fasten the streamer on the staff of the guidon or organizational color. As the reviewing officer approaches the guidon to be decorated, the bearer executes *present guidon* so that the reviewing officer may fasten the streamer. The Color bearer lowers the organizational color to be decorated far enough for the reviewing officer to fasten the streamer. The Color bearer gathers the organizational color around the staff so it will not touch the marching surface. He resumes the *carry position* after the streamer has been attached.

l. When the last award has been presented, the reviewing officer and his party return to their posts.

NOTE: Remarks are made at this time. In some instances, for special ceremonies, the detachment (Colors, awardees) is posted prior to remarks. In this situation, the units are brought to *attention* before the Colors are moved and returned to *parade rest* when the Colors are in their original position.

m. Upon completion of the remarks, the commander of troops brings his staff to *attention*, *faces about*, and direct BRING YOUR UNITS TO ATTENTION. Unit commanders *face about* and command *Company (Battalion)*, ATTENTION, and then *face about*. The commander of troops *faces about* and commands *Detachment*, POST (pause), MARCH. On the command POST, the following occurs simultaneously:

(1) Colors *reverse march* and *halt*.

(2) Awardees and/or retirees execute a *right face*; guidon bearers and/or commanders execute an *about face*.

n. On the command MARCH, Colors and awardees step off and the band begins to play.

(1) Persons who were decorated *march* forward, execute two *column lefts* and *halt* on line (six steps to the left of the reviewing officer), and execute a *left face*. The commands HALT and *Left*, FACE are given by the last man in the file.

(2) Colors step off and return to their original posts.

o. As the Colors pass his position, the commander of troops *faces* himself and his staff to the left and *marches* his staff back to the center of the field and *faces* them to the right. The commander of troops *faces* to the left; when the Colors are in position he then *faces* the reviewing officer.

p. The host commander directs PASS IN REVIEW.

q. The procedures from this point on are the same as described in [paragraph 9-3 e, f, and g](#).

9-5. Review with Change of Command, Activation or Inactivation (Sequence of Events)

a. The procedure for this formation of troops, presentation and honors, and the inspection are the same as described in [paragraph 9-3](#).

b. When the reviewing officer has completed the inspection, the commander of troops *faces about* and directs BRING YOUR UNITS TO ATTENTION. Unit commanders *face about* and command *Company (Battalion)*, ATTENTION, then they *face about*. When the command has completed the movement, the commander of troops commands *Colors Center* (pause), MARCH.

c. On that command, the Colors are brought forward in the same manner as previously described. Presenting the command and honors to the nation remain the same as previously described, [paragraph 9-3d](#).

d. On the completion of honors to the nation, the commander of troops commands *Detachment order*, ARMS, *faces about*, and directs BRING YOUR UNITS TO ORDER ARMS AND PARADE REST. Unit commanders terminate their *salutes*, *face about* and command *Order*, ARMS and *Parade*, REST. They

then *face about* and assume *parade rest*. The commander of troops *faces about* and commands *Parade, REST*; the commander of troops and his staff execute *parade rest*.

e. As soon as the commander of troops and his staff have executed *parade rest*, the reviewing party moves forward to within four steps of the Colors and *halts*. As the party *marches* forward, the senior commander positions himself between the old and the new commander. The command sergeant major moves from his post (at the rear of the reviewing party) by the most direct route and *halts* directly in front of the organizational color.

NOTE: At the beginning of the ceremony, the outgoing commander should assume the role of host or host commander. The senior official or commander designated to "pass the organizational color" should assume the role of an honored guest or reviewing officer except during that brief portion of the ceremony wherein he may be called upon to act as a host or host commander for the purpose of passing the organizational color. Since the inspection of troops normally occurs early in the ceremony, the incoming commander is also at that time treated as a guest, and is expected to accompany the outgoing commander and senior official during the inspection. After the organizational color has been passed, the incoming commander should assume the role of host or host commander, and the senior official and outgoing commander both become honored guests or reviewing officers at this point and remain as such for the balance of the ceremony (Figure 9-10).

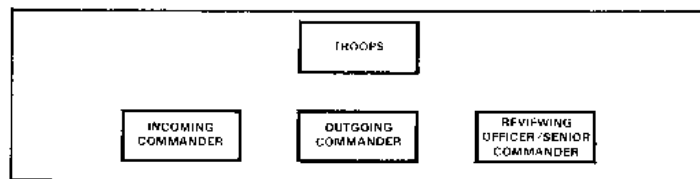


Figure 9-10. Reviewing Party for Change of Command

(1) *Change-of-command ceremonies*. The outgoing commander positions himself four steps in front of his organizational color; the senior commander is directly to his left. The old and new commanders then take one step forward and execute *facing* movements so that they are *facing* each other. The command sergeant major removes the organizational color from the Color bearer's sling (with his right hand above his left hand), and *faces about*. The narrator reads the assumption-of-command order. Upon completion of the reading, the command sergeant major steps forward and presents the organizational color to the outgoing commander (1), who grasps the organizational color with the left hand above his right hand. The outgoing commander passes the organizational color to the senior commander (2), who grasps the color with his right hand above his left hand and, in turn, passes the organizational color to the new commander (3), who grasps the organizational color with his left hand above his right hand. The incoming commander passes the organizational color to the command sergeant major (4) who grasps it with his right hand above his left hand, *faces about* and returns the organizational color to the Color bearer's sling ([Figure 9-11](#)). As the command sergeant major *faces about*, both **commanders then**

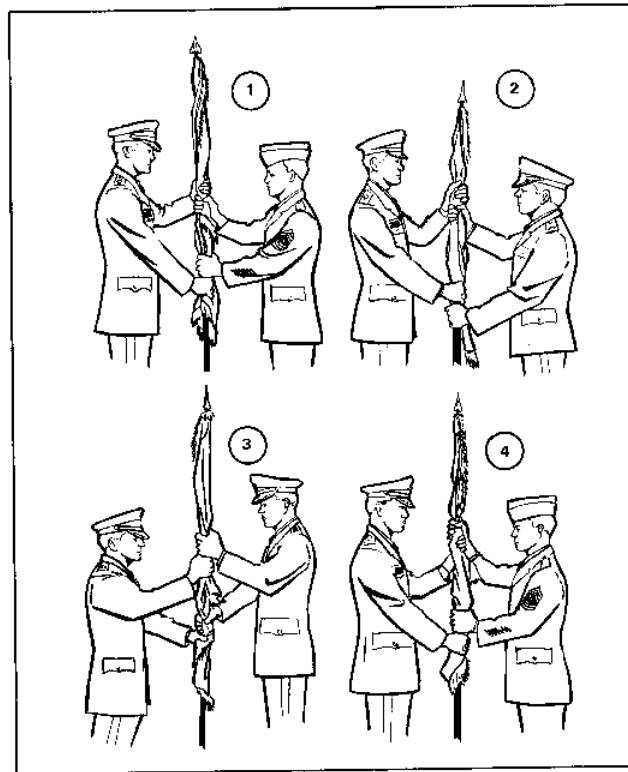


Figure 9-11. Passing of Organizational Color for Change of Command

execute *facing* movements back to their original direction *facing* the Colors. The command sergeant major and the reviewing party *face about* and return to their post. Procedures from this point forward are the same as previously described, [paragraph 9-4 m-o](#).

NOTE:

1. This procedure allows the organizational color to be over the heart of the incoming and outgoing commanders.

2. For a company level change of command, the reviewing party is lined up the same as in larger units. The guidon takes the place of the organizational color and the first sergeant replaces the command sergeant major. The guidon is passed in the same manner as the organizational color. The sequence of events remains the same with modifications made to fit available assets.

(2) *Activation ceremonies.* The position of the senior commander is four steps in front of the Color bearer (with an empty sling for the organizational color of the unit to be activated) with the unit commander to his left. The command sergeant major moves from his post with the cased organizational color and positions himself in front of and *facing* the senior commander. The narrator reads the activation order. Upon completion of the reading, the command sergeant major presents the cased organizational color to the senior commander and steps backward. The senior commander lowers the cased organizational color to allow the command sergeant major to uncase the organizational color. The command sergeant major folds the case and places it inside the Color bearer's cartridge belt (rear center). With the organizational color uncased, the senior commander rotates the staff to allow the organizational color to unfurl and drape freely. The senior commander presents the organizational color to the commander of the unit to be activated. The command sergeant major steps forward and accepts the organizational color from the unit commander and places it in the Color bearer's sling. When the command sergeant major *facing about*, the reviewing party *facing about* and returns to the reviewing stand. The command sergeant major returns to his original post. Procedures from this point forward are the same as previously described in [paragraph 9-4, m-o](#).

(3) *Inactivation ceremonies.* The position of the commander is four steps in front of the organizational color. The command sergeant major moves from his post and positions himself in front

of the organizational color. He moves the organizational color from the bearer's sling and *faces about*. The narrator reads the inactivation order. Upon completion of the reading, the command sergeant major presents the organizational color to the commander and steps backward. The organizational color is grasped by the commanders and the command sergeant major as described for change-of-command ceremonies. The commander rotates and lowers the organizational color, allowing the command sergeant major to case the organizational color. Upon completion of the casing, the commander presents the cased organizational color to the senior commander and the command sergeant major steps forward and accepts the organizational color from the senior commander. The reviewing party *faces about* and returns to the reviewing stand. The command sergeant major hands the cased organizational color to a designated soldier who *marches* from the field and the command sergeant major returns to his post. The Color bearer of the inactivated unit *marches* with the Color guard for the remainder of the ceremony with an empty sling. The procedures from this point forward are the same as previously described in [paragraph 9-4, m-o](#).

9-6. Review with Retreat (Sequence of Events)

- a. The formation of troops and presentation and honors are the same as previously described, [paragraph 9-2](#).
- b. At the completion of the presentation and honors to the reviewing officer, the commander of troops commands his staff to *Order ARMS, faces about*, and directs BRING YOUR UNITS TO ORDER ARMS AND PARADE REST. Unit commanders terminate their *salutes, face about*, and command *Order, ARMS and Parade, REST*. They then *face about* and assume *parade rest*. The commander of troops directs SOUND RETREAT, *faces about*, and commands his staff to *Parade, REST*. As soon as the commander of troops and his staff are at *parade rest*, the band sounds retreat. At the conclusion of retreat, the commander of troops commands his staff to ATTENTION, *faces* the troops, and directs BRING YOUR UNITS TO ATTENTION AND PRESENT ARMS. When the units have completed these movements, he then *faces* the reviewing officer and commands his staff to *Present, ARMS*. This is the signal for the band to play "To the Color."
- c. When the ceremony is held on an Army post, the cannon is fired on the last note of "Retreat," and the flag is lowered while "To the Color" is played. (See Appendix E regarding appropriate procedures.)
- d. The reviewing officer and his staff stand at *attention* during the sounding of the retreat. On the first note of "To the Color," they *salute* and hold the *salute* until the last note is played.
- e. On the last note of the music, the commander of troops commands *Order, ARMS* for himself and his staff, *faces about*, and directs BRING YOUR UNITS TO ORDER ARMS AND PARADE REST.

APPENDIX B

Symbols

	BRIGADE COMMANDER/ COMMANDER OF TROOPS		DRUM MAJOR
	BATTALION COMMANDER/ COMMANDER OF TROOPS		FIRE TEAM LEADER
	COMPANY COMMANDER		SQUAD MEMBER
	EXECUTIVE OFFICER (COMPANY)		PERSONAL FLAG (IF APPROP)
	PLATOON LEADER		GUIDON OR ORGANIZATIONAL COLOR(S) BEARER
	COMMAND SERGEANT MAJOR		COLOR OR FLAG BEARER
	STAFF OF UNIT COMMANDER		COLOR GUARD
	BAND MASTER		FLAG POLE
	FIRST SERGEANT		SALUTE BATTERY
	PLATOON SERGEANT		PARADE GROUND MARKER
	PLATOON SERGEANT (ALTERNATE POSITION)*		DIRECTION TROOPS ARE FACING OR MARCHING
	SQUAD LEADER		NEW DIRECTION
	SECTION LEADER		CLERGY

*NOTE: ALL DASH-LINE SYMBOLS INDICATE ALTERNATE POSITIONS

Student Handout 3

**This Student
Handout
Contains**

The following extract consisting of 7 pages, downloaded from the Army Training Digital Library, from FM 22-5, Drill and Ceremonies, dated December 1986, Appendix C.

APPENDIX C

Manual of the Guidon

C-1. General

- a. The guidon is a company, battery, or troop identification flag. It is present at all unit formations unless otherwise directed by the commander.
- b. When armed with a rifle, the guidon bearer slings the weapon behind his back with the sling diagonally across his chest and the muzzle end up and to the left ([Figure C-1](#)).
- c. When the unit is formed, the guidon bearer is one step in front of and two (15-inch) left steps to the right of and *facing* the person forming the unit (the person forming the unit is *facing* the unit.) If the first sergeant forms the unit, the guidon bearer steps forward three steps on the command **POST**.
- d. To *face* with the guidon, raise the ferrule one inch off the marching surface by bending the right elbow slightly. After executing the movement, automatically lower the ferrule to the *order* position. Keep the staff vertical throughout the movement.
- e. Execute *facing* movements, *marching* movements, *present arms* (*present guidon*), and *rest* movements with the unit. During manual of arms movements, remain at *order guidon* except for *present arms* ([Figure C-1](#)).
- f. When in a line formation and the company is *faced* to the right for a *marching* movement, *face* to the right in *marching*, assume the *double time* position and *double time* from that position to a position five steps forward of and centered on the squad leaders of the first platoon. If the company commander joins the formation at the head of the column (six steps in front of and centered on the squad leaders), execute two *left steps* ([Figure C-6](#)).

NOTE: Execute *raised guidon* only on the preparatory commands for **Present, ARMS; Eyes, RIGHT**; and on the preparatory command **Order of Order, ARMS** following the execution of *present arms* and *eyes right*. Also execute *raised guidon* on the preparatory command **Ready of Ready, FRONT**.

C-2. Order Guidon

At *order guidon* (position of *attention*), keep the ferrule on the marching surface and touching the outside of the right foot, opposite the ball of the right foot. Hold the staff in the right hand in the "U" formed by the fingers (extended and joined pointing downward) and thumb. Keep the right hand and arm behind the staff. Rest the staff against the hollow of the shoulder ([Figure C-1](#)).

C-3. Rest Positions

- a. On the preparatory command **Parade**, move the right hand up the staff until the forearm is horizontal and grasp the staff ([1, Figure C-2](#)). On the command of execution **REST**, thrust the staff straight forward keeping the ferrule on the marching surface until the arm is fully extended, and at the same time, execute *parade rest* as in individual drill ([2, Figure C-2](#)).

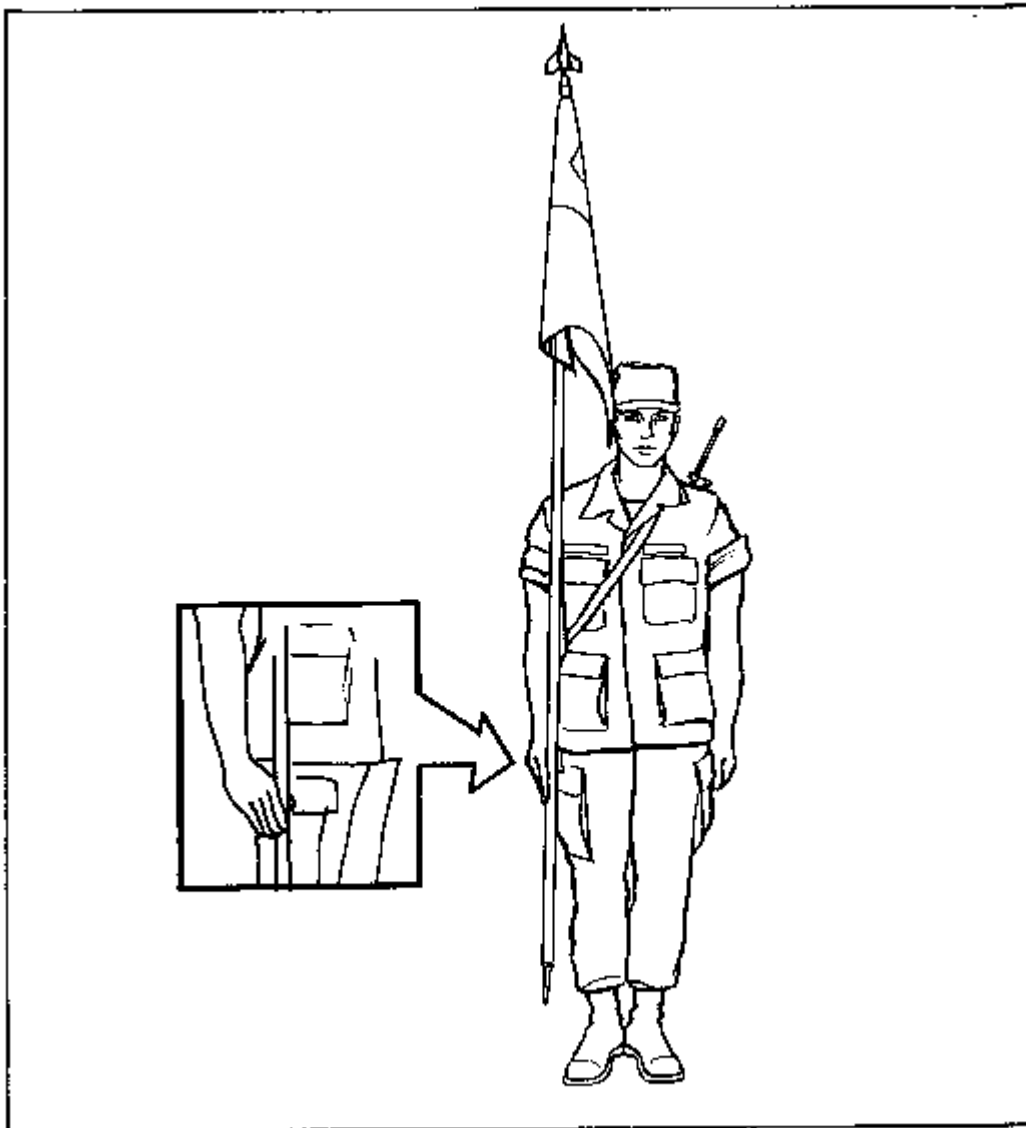


Figure C-1. Order Guidon

- b. *Stand at ease* is the same as *parade rest*, except that the eyes and head are turned toward the commander.
- c. Execute *at ease* and *rest* with the guidon from the *order guidon* position.

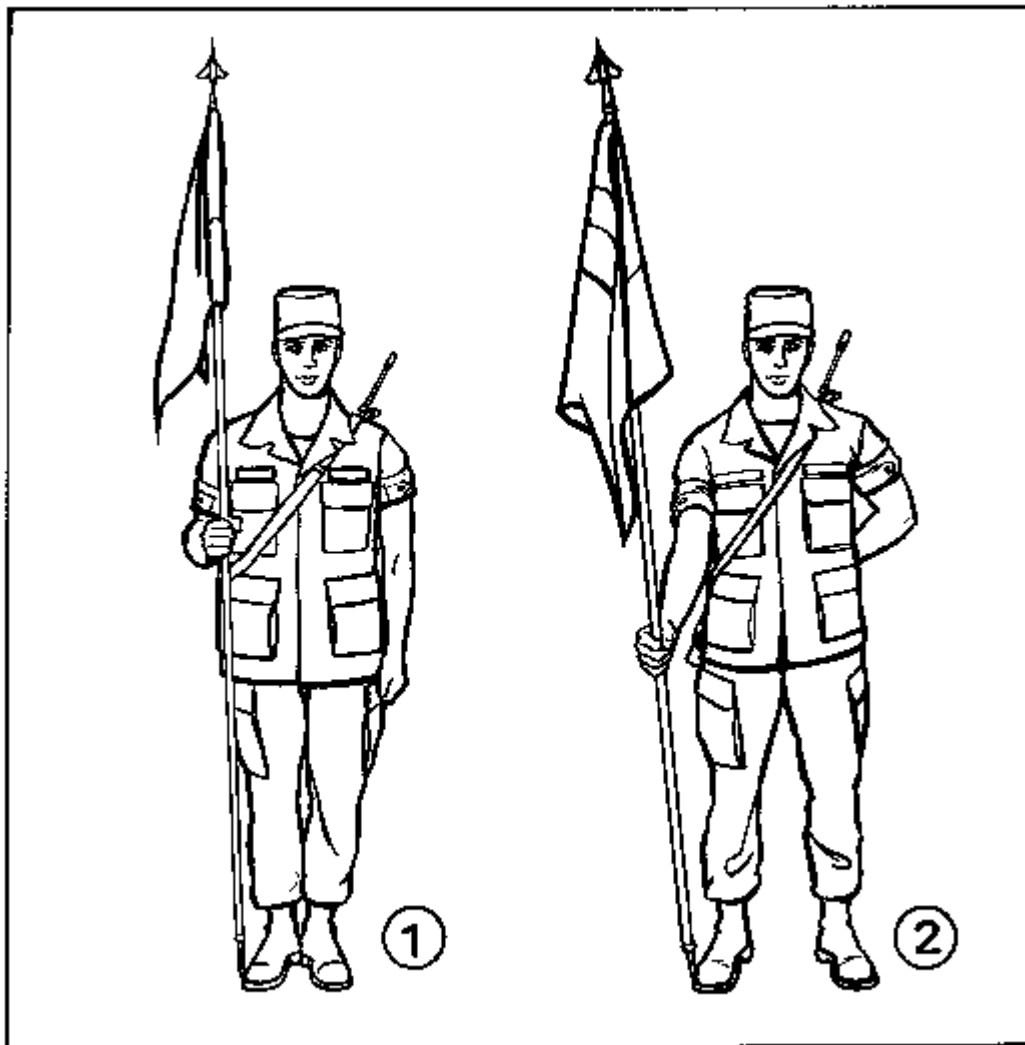


Figure C-2. Parade Rest

C-4. Carry Guidon

- a. On the preparatory command for *marching* movements, execute *carry guidon* from *order guidon* by grasping the staff with the right hand and raising it vertically six inches off the marching surface. At the same time, reach across the body (forearm horizontal) and grasp the staff with the left hand ([1, Figure C-3](#)). Hold the staff in position with the left hand while sliding the right hand down six inches, regrasping the staff. On the command of execution **MARCH**, return the left hand smartly to the left side and simultaneously *step* off ([2, Figure C-3](#)).
- b. To resume *order guidon* from *carry guidon*, let the staff slide through the right hand until the ferrule touches the marching surface.
- c. When *double timing*, carry the guidon diagonally across the body in the same manner as *port arms*.

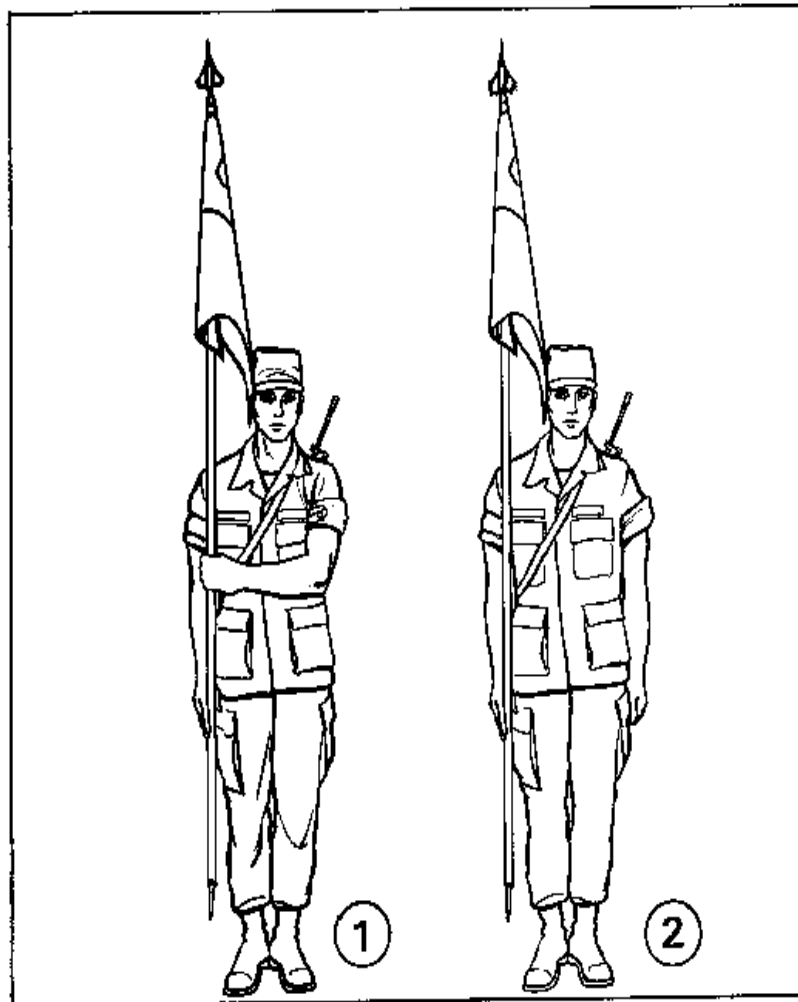


Figure C-3. Carry Position

C-5. Raised Guidon

On the preparatory command ***Present*** of ***Present, ARMS*** and ***Eyes of Eyes, RIGHT***, raise the guidon vertically by grasping the staff with the right hand. Raise the guidon with the right hand while simultaneously moving the left hand across the body to guide the guidon (with palm to the rear, [1, Figure C-4](#)). Keep raising the guidon until the right hand is on line with the right shoulder. Keep the right elbow into the side. Hold the guidon in this position until the command of execution is given ([2, Figure C-4](#)).

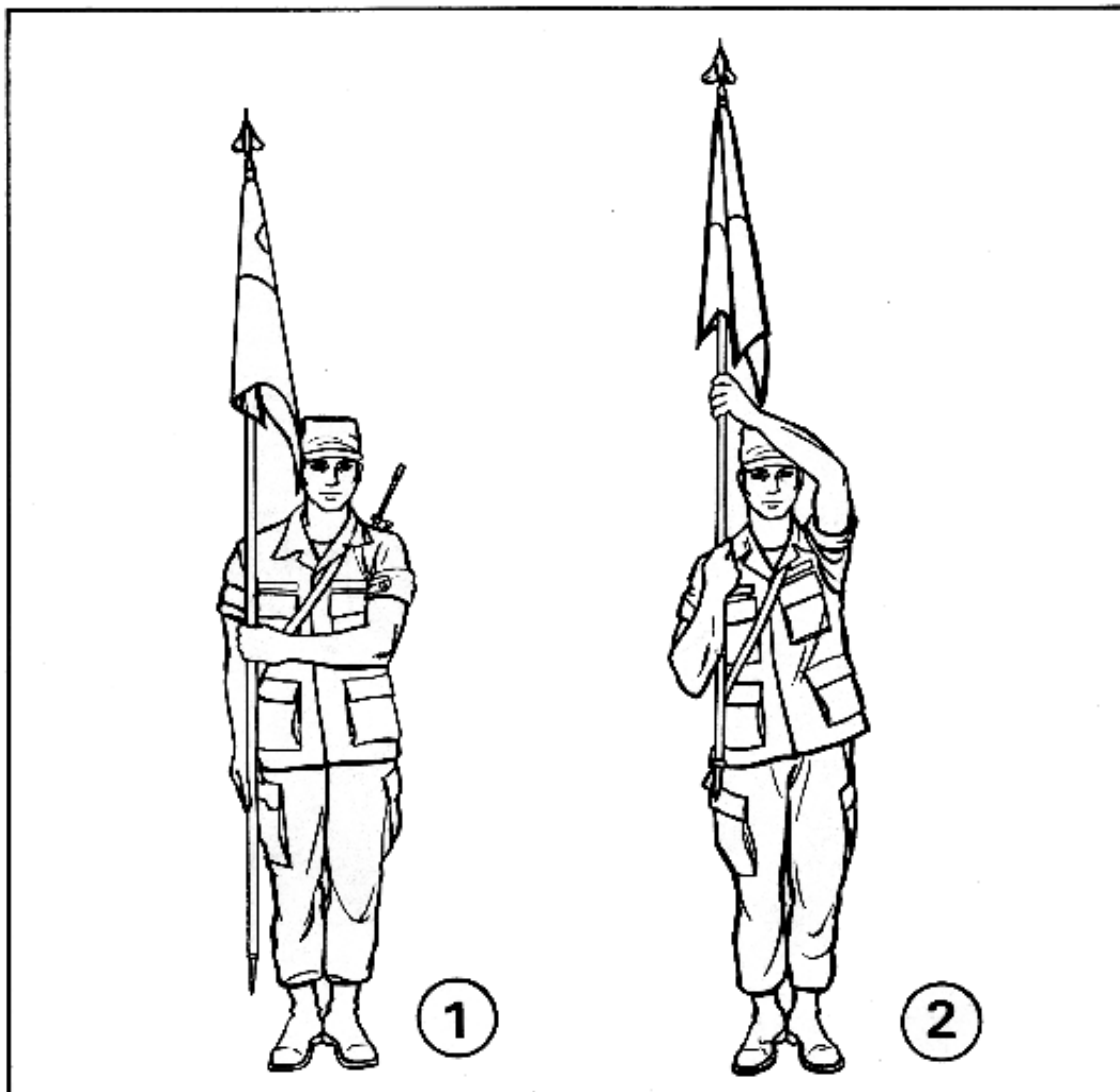


Figure C-4. Raised Guidon

C-6. Present Guidon

- a. On the preparatory commands for **Present ARMS** and **Eyes RIGHT**, execute *raised guidon*. On the command of execution, lower the guidon to the front using the right hand, keeping the left hand in the same position as *raised guidon* until the guidon is in the horizontal position resting under the arm pit. As soon as the staff is horizontal, return the left hand sharply to the left side ([Figure C-5](#)).
- b. During a review, execute *eyes right* as the guidon is presented on the command of execution **RIGHT**. Move the head and eyes to the front as the guidon is raised on the command **Ready of Ready, FRONT**.
- c. On the command **Order of Order, ARMS** or **Ready of Ready, FRONT**, regasp the staff with the left hand at its original position and execute *raised guidon*. On the command of execution **ARMS** or **FRONT**, lower the guidon back to the *carry* or *order* position.

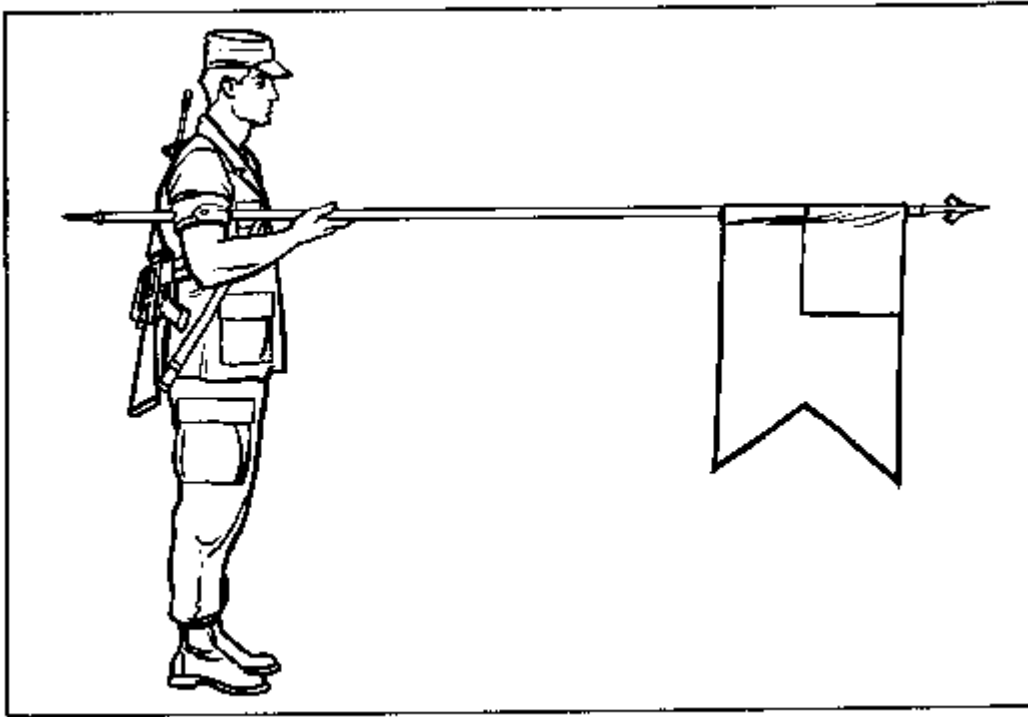


Figure C-5. Present Guidon

C-7. Guidon Bearer's Salute

- a. When the guidon bearer (not in formation) has to *salute* from the *order* or *carry* position, the *salute* is given with the left hand. Move the left hand sharply to a position so that the first joint of the forefinger is touching the staff. The fingers and thumb are extended and joined, palm down, wrist straight, and forearm horizontal ([Figure C-7](#)).
- b. After the *salute* is acknowledged, return the left hand sharply to the side.
- c. When at *double time* (not in formation), return to *quick time*, returning the guidon to the *carry* position and render the *guidon salute* as previously described ([subparagraph a](#)). Upon completing the *salute* return to the *carry* position and resume *double time* ([Figure C-6](#)).



Figure C-6. Double Time



Figure C-7. Individual Salute